

Appendix A

REVISIONS TO THE STANDARDS FOR THE CLASSIFICATION OF FEDERAL DATA ON RACE AND ETHNICITY¹

The information provided below describes the reasoning for the change in the Race and Ethnicity Data Elements between the 1995 and 2001 Editions of the Staff Data Handbook. The Office of Management and Budget (OMB) adopted, in 1997, new standards for classifying race and ethnicity and provided guidelines in 2000. Tabulation guidelines may allow some of the 63 possible combinations of race and ethnicity to be collapsed into broader categories. The Department of Education intends to allow education organizations three years to implement the guidelines for aggregating and reporting data, once these are established. Data for individuals, however, will be reported by the Department following the schedule set by OMB. However, the USED has not endorsed a set of guidelines for tabulating these data in aggregated reports.

Pending final adoption of tabulation standards, many Departmental Programs have not yet adopted the new standards, but continue to use the older standards set in Directive 15. A description of both is provided here for easy reference.

Directive 15: Presented in the 1995 Edition of the Staff Data Handbook

The *Standards for the Classification of Federal Data on Race and Ethnicity* (Statistical Policy Directive No. 15) was issued by the Office of Management and Budget (OMB) in 1977. They were designed to provide standard classification for record keeping, collection, and presentation of data on race and ethnicity in Federal program administrative reporting and statistical activities. As such, these are standards to which all federal agencies and programs must adhere.

Directive 15 required a minimum of five acceptable racial and ethnic categories be included in all federal data collection instruments. The categories and their definitions are as follow:

- **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- **Black:** A person having origins in any of the black racial groups of Africa.
- **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

¹ The *Recommendations from the Interagency Committee for the Review of the Racial and Ethnic Standards* is available from the OMB at the federal register web site at http://www.whitehouse.gov/omb/fedreg/directive_15.html. The *Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity* are also available from the OMB web site at <http://www.whitehouse.gov/omb/fedreg/ombdir15.html>. The *Draft Provisional Guidance on the Implementation of the 1997 Standards for the Collection of Federal Data on Race and Ethnicity* is available from the OMB web site at <http://www.whitehouse.gov/omb/inforeg/race.pdf>.

1997 Standards for the Collection of Federal Data on Race and Ethnicity: Presented in the 2001 Edition of the Staff Data Handbook

In 1994, in response to the need to reflect the increasing diversity of the population of the United States, OMB began a comprehensive review of the current categories in collaboration with the Interagency Committee for the Review of the Racial and Ethnic Standards. In 1997, OMB accepted the recommendations of the Interagency Committee. The revised standards have five minimum categories for data on race and two categories for data on ethnicity (“Hispanic or Latino” and “Not Hispanic or Latino”). The new categories and their definitions are as follow:

Racial Categories

- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnic Categories (“Hispanic or Latino” and “Not Hispanic or Latino”)

- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

Under the 1997 standards, individuals may select any and all racial and ethnic categories to characterize themselves. There are 63 possible combinations of race/ethnicity.

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Appendix B

LIST OF U.S. STATES, OUTLYING AREAS, MILITARY POSTAL DESIGNATIONS, AND CODES¹

AL	Alabama	MA	Massachusetts	TX	Texas
AK	Alaska	MI	Michigan	UT	Utah
AS	American Samoa	MN	Minnesota	VT	Vermont
AZ	Arizona	MS	Mississippi	VI	Virgin Islands
AR	Arkansas	MO	Missouri	VA	Virginia
CA	California	MT	Montana	WA	Washington
CO	Colorado	NE	Nebraska	WV	West Virginia
CT	Connecticut	NV	Nevada	WI	Wisconsin
DE	Delaware	NH	New Hampshire	WY	Wyoming
DC	District of Columbia	NJ	New Jersey	AE	Armed Forces Africa
FM	Federated States of Micronesia	NM	New Mexico	AA	Armed Forces Americas
FL	Florida	NY	New York	AE	Armed Forces Canada
GA	Georgia	NC	North Carolina	AE	Armed Forces Europe
GU	Guam	ND	North Dakota	AE	Armed Forces Middle East
HI	Hawaii	MP	Northern Mariana Islands	AP	Armed Forces Pacific
ID	Idaho	OH	Ohio		
IL	Illinois	OK	Oklahoma		
IN	Indiana	OR	Oregon		
IA	Iowa	PW	Palau		
KS	Kansas	PA	Pennsylvania		
KY	Kentucky	PR	Puerto Rico		
LA	Louisiana	RI	Rhode Island		
ME	Maine	SC	South Carolina		
MH	Marshall Islands	SD	South Dakota		
MD	Maryland	TN	Tennessee		

¹ These codes are derived from the *Official USPS Abbreviations*, U.S. Postal Service, 1999. Washington, D.C.
http://www.usps.gov/ncsc/lookups/usps_abbreviations.htm

Appendix C

LIST OF COUNTRIES AND CODES¹

*Denotes former countries.

0010	Afghanistan	0390	Canada
0020	Albania	0400	Cape Verde
0030	Algeria	0410	Cayman Islands
0040	American Samoa	0420	Central African Republic
0050	Andorra	0430	Chad
0060	Angola	0440	Chile
0070	Anguilla	0450	China
0080	Antarctica	0460	Christmas Island
0090	Antigua and Barbuda	0470	Cocos (Keeling) Islands
0100	Argentina	0480	Colombia
0110	Armenia	0490	Comoros
0120	Aruba	0500	Congo
0130	Australia	0510	Congo, The Democratic Republic of the
0140	Austria	0520	Cook Islands
0150	Azerbaijan	0530	Costa Rica
0160	Bahamas	0540	Cote D'Ivoire (Ivory Coast)
0170	Bahrain	0550	Croatia
0180	Bangladesh	0560	Cuba
0190	Barbados	0570	Cyprus
0200	Belarus	0580	Czech Republic
0210	Belgium	0590	Czechoslovakia*
0220	Belize	0600	Democratic Yemen
0230	Benin	0610	Denmark
0240	Bermuda	0620	Djibouti
0250	Bhutan	0630	Dominica
0260	Bolivia	0640	Dominican Republic
0270	Bosnia and Herzegovina	0650	East Timor
0280	Botswana	0660	Ecuador
0290	Bouvet Island	0670	Egypt
0300	Brazil	0680	El Salvador
0310	British Indian Ocean Territory	0690	Equatorial Guinea
0320	Brunei Darussalam	0700	Eritrea
0330	Bulgaria	0710	Estonia
0340	Burkina Faso	0720	Ethiopia
0350	Burundi	0730	Falkland Islands (Malvinas)
0360	Byelorussian SSR*	0740	Faroe Islands
0370	Cambodia	0750	Fiji
0380	Cameroon	0760	Finland

¹The primary source for this list is information from ISO 3166-1 (*Codes for the representation of names of countries and their subdivisions – Part 1: Country codes*), which is maintained and updated by the Deutsches Institut für Normung e.V. (DIN). <http://www.din.de/gremien/nas/nabd/iso3166ma/codlstp1.html> For the ISO letter codes corresponding to these countries, please refer to the above web site or through the American National Standards Institute (ANSI), located at 11 West 42nd Street, New York, New York 10036. ANSI can be reached at Tel.: 212-642-4900, Fax: 212-398-0023, or through the ANSI web site <http://www.ansi.org>. This list is updated whenever the ISO 3166 Maintenance Agency effects a change to the official code list in ISO 3166-1. This list is complete and up-to-date as of October 1, 1999. ISO 3166-2 (Part 2: Country subdivision code, published in 1998) and ISO 3166-3 (Part 3: Code for formerly used names of countries, published in 1999) can also be purchased from Global Engineering Documents, located at 15 Inverness Way East, Englewood, CO 80112. <http://global.ih.com>

0770	France	1330	Madagascar
0780	France, Metropolitan*	1340	Malawi
0790	French Guiana	1350	Malaysia
0800	French Polynesia	1360	Maldives
0810	French Southern Territories	1370	Mali
0820	Gabon	1380	Malta
0830	Gambia	1390	Marshall Islands
0840	Georgia	1400	Martinique
0850	German Democratic Republic*	1410	Mauritania
0860	Germany	1420	Mauritius
0870	Ghana	1430	Mayotte
0880	Gibraltar	1440	Mexico
0890	Greece	1450	Indonesia, Federated States of
0900	Greenland	1460	Moldova, Republic of
0910	Grenada	1470	Monaco
0920	Guadeloupe	1480	Mongolia
0930	Guam	1490	Montserrat
0940	Guatemala	1500	Morocco
0950	Guinea	1510	Mozambique
0960	Guinea-Bissau	1520	Myanmar (Burma)
0970	Guyana	1530	Namibia
0980	Haiti	1540	Nauru
0990	Heard Island and McDonald Islands	1550	Nepal
1000	Holy See (Vatican City State)	1560	Netherlands
1010	Honduras	1570	Netherlands Antilles
1020	Hong Kong	1580	New Caledonia
1030	Hungary	1590	New Zealand
1040	Iceland	1600	Nicaragua
1050	India	1610	Niger
1060	Indonesia	1620	Nigeria
1070	Iran, Islamic Republic of	1630	Niue
1080	Iraq	1640	Norfolk Island
1090	Ireland	1650	Northern Mariana Islands
1100	Israel	1660	Norway
1110	Italy	1670	Oman
1120	Jamaica	1680	Pakistan
1130	Japan	1690	Palau
1140	Jordan	1700	Palestinian Territory, Occupied
1150	Kazakastan	1710	Panama
1160	Kenya	1720	Papua New Guinea
1170	Kiribati	1730	Paraguay
1180	Korea, Democratic People's Republic of	1740	Peru
1190	Korea, Republic of	1750	Philippines
1200	Kuwait	1760	Pitcairn
1210	Kyrgyzstan	1770	Poland
1220	Lao People's Democratic Republic	1780	Portugal
1230	Latvia	1790	Puerto Rico
1240	Lebanon	1800	Qatar
1250	Lesotho	1810	Reunion
1260	Liberia	1820	Romania
1270	Libyan Arab Jamahiriya	1830	Russian Federation
1280	Liechtenstein	1840	Rwanda
1290	Lithuania	1850	Saint Helena
1300	Luxembourg	1860	Saint Kitts and Nevis
1310	Macau	1870	Saint Lucia
1320	Macedonia, Former Yugoslav Republic of	1880	Saint Pierre and Miquelon

1890	Saint Vincent and the Grenadines	2140	Tajikistan
1900	Samoa	2150	Tanzania, United Republic of
1910	San Marino	2160	Thailand
1920	Sao Tome and Principe	2170	Togo
1930	Saudi Arabia	2180	Tokelau
1940	Senegal	2190	Tonga
1950	Seychelles	2200	Trinidad and Tobago
1960	Sierra Leone	2210	Tunisia
1970	Singapore	2220	Turkey
1980	Slovakia	2230	Turkmenistan
1990	Slovenia	2240	Turks and Caicos Islands
2000	Solomon Islands	2250	Tuvalu
2010	Somalia	2260	Uganda
2020	South Africa	2270	Ukraine
2030	South Georgia and the South Sandwich Islands	2280	Union of Soviet Socialist Republics
2040	Spain	2290	United Arab Emirates
2050	Sri Lanka	2300	United Kingdom (Great Britain)
2060	Sudan	2310	United States
2070	Suriname	2320	United States Minor Outlying Islands
2080	Svalbard and Jan Mayen	2330	Uruguay
2090	Swaziland	2340	Uzbekistan
2100	Sweden	2350	Vanuatu
2110	Switzerland	1000	Vatican City State, see Holy See
2120	Syrian Arab Republic	2360	Venezuela
2130	Taiwan, Province of China	2370	Vietnam
		2380	Virgin Islands, British
		2390	Virgin Islands, U.S.
		2400	Wallis and Futuna
		2410	Western Sahara
		2420	Yemen
		2430	Yugoslavia
		0510	Zaire, see Congo, The Democratic Republic of the
		2440	Zambia
		2450	Zimbabwe

Appendix D

LIST OF LANGUAGES AND CODES¹

0010	Abkhazian	0380	Deccan
0020	Afar	0390	Dutch
0030	Afrikaans	0400	English
0040	Akan	0410	Esperanto
0050	Albanian	0420	Estonian
0060	Amahric	0430	Farsi
0070	American Sign Language	0440	Fiji
0080	Arabic	0450	Finnish
0090	Armenian	0460	French
0100	Assamese	0470	Frisian
0110	Awadhi	0480	Fulfulde, Nigerian
0120	Azerbaijani	0490	Galican
0130	Bashkir	0500	Georgian
0140	Basque	0510	German
0150	Belarusan	0520	Greek
0160	Bengali	0530	Greenlandic
0170	Bhojpuri	0540	Guamanian
0180	Bihari	0550	Guarani
0190	Bislama	0560	Guatemalan
0200	Bulgarian	0570	Gujarati
0210	Burmese	0580	Haitian, Creole French
0220	Breton	0590	Haryanvi
0230	Cambodian (Khmer)	0600	Hausa
0240	Carolinian	0610	Hebrew
0250	Catalan	0620	Hiligaynon
0260	Cebuano	0630	Hindi
0270	Chhattisgarhi	0640	Hmong
0280	Chamorro	0650	Hungarian
0290	Chinese, Hakka	0660	Icelandic
0300	Chinese, Mandarin	0670	Igbo
0310	Chinese, Min Nan (Fukienese or Fujianese)	0680	Ilocano
0320	Chinese, Yue (Cantonese)	0690	Indian
0330	Chittagonian	0700	Indonesian
0340	Chuukese/trukese	0710	Island Carib
0350	Creole	0720	Italian
0360	Czech	0730	Japanese
0370	Danish	0740	Javanese
		0750	Kannada

¹ The primary sources for the list are information from the *Code for the representation of names of languages (ISO 639)*, published by the [International Organization for Standardization \(ISO\)](http://www.iso.org), and the *Ethnologue: Languages of the World*, Thirteenth Edition, edited by Barbara Grimes and published in 1996 by the Summer Institute of Linguistics, 7500 W. Camp Wisdom Road, Dallas, TX 75236-5699. <http://www.sil.org/ethnologue> The ISO list is also available as data element 819 in Part 8 (Appendix B) of *the Guide to the Implementation of Electronic Transcripts and Student Records*. To obtain the ISO codes for the languages, the American National Standards Institute (ANSI), located at 11 West 42nd Street, New York, New York 10036, can be reached at Tel.: 212-642-4900, Fax: 212-398-0023, or through the ANSI web site <http://www.ansi.org>. The document can also be ordered from Global Engineering Documents, located at 15 Inverness Way East, Englewood, CO 80112. <http://global.ihs.com> To obtain the Ethnologue codes, please refer to the above SIL web site.

0760	Kashmiri	1200	Russian
0770	Kazakh	1210	Rwanda
0780	Kinyarwanda	1220	Samoan
0790	Kirundi	1230	Sangho
0800	Korean	1240	Sanskrit
0810	Kosraen	1250	Saraiki
0820	Kurdish	1260	Serbian
0830	Kurmanji	1270	Serbo-Croatian
0840	Kyrgyz; Kirghiz	1280	Sesotho
0850	Latin	1290	Setswana
0860	Lingala	1300	Shona
0870	Laothian	1310	Sindhi
0880	Latvian	1320	Singhalese
0890	Lithuanian	1330	Sinhala
0900	Lombard	1340	Siswati
0910	Madura	1350	Slovak
0920	Magahi	1360	Slovenian
0930	Maithili	1370	Somali
0940	Malagasy	1380	Spanish
0950	Malay	1390	Sunda
0960	Malayalam	1400	Swahili
0970	Maltese	1410	Swedish
0980	Marathi	1420	Tagalog
0990	Marshallese	1430	Tamil
1000	Marwari	1440	Tatar
1010	Myanmasa; Burmese	1450	Telugu
1020	Napoletano-Calabrese	1460	Thai
1030	Nauru	1470	Tonga
1040	Nepali	1480	Tsonga
1050	Norwegian	1490	Turkish
1060	Occitan	1500	Turkmen
1070	Oriya	1510	Twi
1080	Oromo, West-Central	1520	Ukrainian
1090	Palau	1530	Urdu
1100	Panjabi, Eastern	1540	Uyghur
1110	Panjabi, Western	1550	Uzbek
1120	Pashto, Northern	1560	Vietnamese
1130	Pashto, Southern	1570	Volapuk
1140	Pohnpeians	1580	Yapese
1150	Polish	1590	Yoruba
1160	Portuguese	1600	Xhosa
1170	Quechua	1610	Zhuan, Northern
1180	Raeto-Romance	1620	Zulu
1190	Romanian		

The following are North American/Latin American Indian languages:

1630	Abnaki	2190	Fox
1640	Achimawi	2200	French Cree
1650	Ahtena	2210	Guarani
1660	Alabama	2220	Guaymi
1670	Aleut	2230	Haida
1680	Algonquin	2240	Han
1690	Apache	2250	Havasupai
1700	Arapaho	2260	Hichita
1710	Araucanian	2270	Hidatsa
1720	Arikara	2280	Hopi
1730	Athapascan	2290	Hupa
1740	Atsina	2300	Ingalit
1750	Atsugewi	2310	Inupik
1760	Aucanian	2320	Iroquois
1770	Aymara	2330	Jicarilla
1780	Aztec	2340	Kalispel
1790	Blackfoot	2350	Kansa
1800	Caddo	2360	Karok
1810	Cahuilla	2370	Kawaiisu
1820	Cakchiquel, Central	2380	Keres, Eastern
1830	Cakchiquel, Eastern	2390	Keres, Western
1840	Cakchiquel, Mam	2400	Kickapoo
1850	Cakchiquel, Northern	2410	Kiowa
1860	Cakchiquel, Santa Maria de Jesus	2420	Kiowa-Apache
1870	Cakchiquel, Santo Domingo	2430	Klamath
1880	Cakchiquel, Southern	2440	Koasati
1890	Cakchiquel, Southwestern	2450	Koyukon
1900	Cakchiquel, Western	2460	Kuchin
1910	Cayuga	2470	Kutenai
1920	Chasta Costa	2480	Kwakiutl
1930	Chemeheuvi (dialogue of Ute)	2490	Lower Chehalis
1940	Cherokee	2500	Luiseno
1950	Chetemacha	2510	Maidu, Northeast
1960	Cheyenne	2520	Maidu, Northwest
1970	Chinook Jargon	2530	Maidu, Valley
1980	Chiricahua	2540	Makah
1990	Chiwere	2550	Mam
2000	Choctaw	2560	Mandan
2010	Chumash	2570	Maya
2020	Clallam	2580	Menomini
2030	Cocomaricopa	2590	Miami
2040	Coeur d'Alene	2600	Micmac
2050	Columbia	2610	Mikasuki
2060	Comanche	2620	Miwok, Southern Sierra
2070	Cowlitz	2630	Miwok, Central Sierra
2080	Cree	2640	Miwok, Coast
2090	Crow	2650	Miwok, Lake
2100	Cuna	2660	Miwok, Northern Sierra
2110	Cupeno	2670	Miwok, Plains
2120	Dakota	2680	Mixteco, San Juan Mixtepec
2130	Delaware	2690	Mohawk
2140	Delta River Yuman	2700	Mono
2150	Diegueno	2710	Mountain Maidu
2160	Eskimo	2720	Muskogee
2170	Eyak	2730	Navaho
2180	Foothill North Yokuts	2740	Nez Perce

2750	Nomlaki	3300	Quechua, Lambayeque
2760	Nootka	3310	Quechua, North Bolivian
2770	Nootsack	3320	Quechua, North Junin
2780	Northern Paiute	3330	Quechua, North Lima Cajatambo
2790	Ojibwa, Eastern	3340	Quechua, Northwest Jujuy
2800	Ojibwa, Northern	3350	Quechua, Pacaroas
2810	Ojibwa, Western	3360	Quechua, Pasco, Santa Ana De Tusi
2820	Okanagan	3370	Quechua, Pasco-Yanahuanca
2830	Omaha	3380	Quechua, Pastaza, Southern
2840	Oneida	3390	Quechua, Puno
2850	Onondaga	3400	Quechua, San Martin
2860	Osage	3410	Quechua, San Rafael-Huariaca
2870	Other Athapascan-Eyak	3420	Quechua, South Bolivian
2880	Ottawa	3430	Quechua, Yauyos
2900	Pacific Gulf Yupik	3440	Quekchi
2910	Panamint (dialect of Shoshone)	3450	Quiche, Central
2920	Passamaquoddy	3460	Quiche, Cunen
2930	Patwin	3470	Quiche, Eastern
2940	Pawnee	3480	Quiche, Joyabaj
2950	Penobscot	3490	Quiche, San Andres
2960	Picuris	3500	Quiche, West Central
2970	Pima	3510	Quinault
2980	Pomo (alt. for POL)	3520	Sahaptian
2990	Pomo, Central	3530	Saint Lawrence Island Yupik
3000	Pomo, Eastern	3540	Salish, Southern Puget Sound
3010	Pomo, Northeastern	3550	Salish, Straits
3020	Pomo, Northern	3560	San Carlos
3030	Pomo, Southeastern	3570	Sandia
3040	Pomo, Southern	3580	Santiam
3050	Ponca (dialect of Omaha)	3590	Seneca
3060	Potawatomi	3600	Serrano
3070	Quapaw	3610	Shastan
3080	Quechua, Ancash, Chiquian	3620	Shawnee
3090	Quechua, Ancash, Conchucos, Northern	3630	Shoshone
3100	Quechua, Ancash, Conchucos, Southern	3640	Siuslaw
3110	Quechua, Ancash, Corongo	3650	Southern Maidu
3120	Quechua, Ancash, Huaylas	3660	Southern Paiute
3130	Quechua, Ancash, Sihuas	3670	Spokane
3140	Quechua, Apurimac	3680	Tachi
3150	Quechua, Ayacucho	3690	Tanacross
3160	Quechua, Boliviano	3700	Tanaina
3170	Quechua, Cajamarca	3710	Tanana
3180	Quechua, Chachapoyas	3720	Tarahumara Baja
3190	Quechua, Chilean	3730	Central
3200	Quechua, Classical	3740	Northern
3210	Quechua, Cotahuasi	3750	Southeastern
3220	Quechua, Cuzco	3760	Southwestern
3230	Quechua, Huanca, Huaylla	3770	Tarascan
3240	Quechua, Huanca, Jauja	3780	Tewa
3250	Quechua, Huanuco, Huaylla	3790	Tillamook
3260	Quechua, Huanuco, Huamalies-Northern Dos De Mayo	3800	Tiwa, Northern
3270	Quechua, Huanuco, Maranon	3810	Tiwa, Southern
3280	Quechua, Huanuco, Pano	3820	Tlingit
3290	Quechua, Huanuco, Southern Dos De Mayo-Margos Chaulan	3830	Tonkawa
		3840	Towa
		3850	Tsimshian

3860	Tubatulabal	4080	Yuki
3870	Tupi	4090	Yuma
3880	Tuscarora	4100	Yupik, Central
3890	Twana	4110	Yupik, Central Siberian
3900	Upland Yuman	4120	Yupik, Pacific Gulf
3910	Upper Chehalis	4130	Yurok
3920	Upper Chinook	4140	Zapoteco, Yalalag
3930	Upper Kuskokwim	4150	Zapoteco, Yatzachi
3940	Upper Tanana	4160	Zuni
3950	Upriver Yuman		
3960	Ute		
3970	Walapai		
3980	Wappo		
3990	Washo		
4000	Wichita		
4010	Winnebago		
4020	Wintun		
4030	Wiyot		
4040	Wyandot		
4050	Yaqui		
4060	Yavapai		
4070	Yuchi		
9999	Other languages		

Appendix E

LIST OF OCCUPATIONAL GROUPS AND CODES¹

11-0000 Management Occupations

11-1000 Top Executives

- 11-1010 Chief Executives
- 11-1020 General and Operations Managers
- 11-1030 Legislators

11-2000 Advertising, Marketing, Promotions, Public Relations, and Sales Managers

- 11-2010 Advertising and Promotions Managers
- 11-2020 Marketing and Sales Managers
- 11-2030 Public Relations Managers

11-3000 Operations Specialties Managers

- 11-3010 Administrative Services Managers
- 11-3020 Computer and Information Systems Managers
- 11-3030 Financial Managers
- 11-3040 Human Resources Managers
- 11-3050 Industrial Production Managers
- 11-3060 Purchasing Managers
- 11-3070 Transportation, Storage, and Distribution Managers

11-9000 Other Management Occupations

- 11-9010 Agricultural Managers
- 11-9020 Construction Managers
- 11-9030 Education Administrators
- 11-9040 Engineering Managers
- 11-9050 Food Service Managers
- 11-9060 Funeral Directors
- 11-9070 Gaming Managers
- 11-9080 Lodging Managers
- 11-9110 Medical and Health Services Managers
- 11-9120 Natural Sciences Managers
- 11-9130 Postmasters and Mail Superintendents
- 11-9140 Property, Real Estate, and Community Association Managers
- 11-9150 Social and Community Service Managers
- 11-9190 Miscellaneous Managers

13-0000 Business and Financial Operations Occupations

13-1000 Business Operations Specialists

- 13-1010 Agents and Business Managers of Artists, Performers, and Athletes
- 13-1020 Buyers and Purchasing Agents
- 13-1030 Claims Adjusters, Appraisers, Examiners, and Investigators
- 13-1040 Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation

¹ This list is entirely derived from the *Standard Occupational Classification*, published by the Bureau of Labor Statistics. http://stats.bls.gov/soc/soc_home.htm. It was last updated in October 1999.

13-1050 Cost Estimators
13-1060 Emergency Management Specialists
13-1070 Human Resources, Training, and Labor Relations Specialists
13-1080 Logisticians
13-1110 Management Analysts
13-1120 Meeting and Convention Planners
13-1190 Miscellaneous Business Operations Specialists

13-2000

Financial Specialists

13-2010 Accountants and Auditors
13-2020 Appraisers and Assessors of Real Estate
13-2030 Budget Analysts
13-2040 Credit Analysts
13-2050 Financial Analysts and Advisors
13-2060 Financial Examiners
13-2070 Loan Counselors and Officers
13-2080 Tax Examiners, Collectors, Preparers, and Revenue Agents
13-2090 Miscellaneous Financial Specialists

15-0000

Computer and Mathematical Occupations

15-1000

Computer Specialists

15-1010 Computer and Information Scientists, Research
15-1020 Computer Programmers
15-1030 Computer Software Engineers
15-1040 Computer Support Specialists
15-1050 Computer Systems Analysts
15-1060 Database Administrators
15-1070 Network and Computer Systems Administrators
15-1080 Network Systems and Data Communications Analysts
15-1090 Miscellaneous Computer Specialists

15-2000

Mathematical Scientists

15-2010 Actuaries
15-2020 Mathematicians
15-2030 Operations Research Analysts
15-2040 Statisticians
15-2090 Miscellaneous Mathematical Scientists

15-3000

Mathematical Technicians

15-3010 Mathematical Technicians

17-0000

Architecture and Engineering Occupations

17-1000

Architects, Surveyors, and Cartographers

17-1010 Architects, Except Naval
17-1020 Surveyors, Cartographers, and Photogrammetrists

17-2000

Engineers

17-2010 Aerospace Engineers
17-2020 Agricultural Engineers
17-2030 Biomedical Engineers
17-2040 Chemical Engineers
17-2050 Civil Engineers
17-2060 Computer Hardware Engineers
17-2070 Electrical and Electronics Engineers

17-2080 Environmental Engineers
17-2110 Industrial Engineers, Including Health and Safety
17-2120 Marine Engineers and Naval Architects
17-2130 Materials Engineers
17-2140 Mechanical Engineers
17-2150 Mining and Geological Engineers, Including Mining Safety Engineers
17-2160 Nuclear Engineers
17-2170 Petroleum Engineers
17-2190 Miscellaneous Engineers

17-3000 Drafters, Engineering, and Mapping Technicians
17-3010 Drafters
17-3020 Engineering Technicians, Except Drafters
17-3030 Surveying and Mapping Technicians

19-0000 Life, Physical, and Social Science Occupations

19-1000 Life Scientists
19-1010 Agricultural and Food Scientists
19-1020 Biological Scientists
19-1030 Conservation Scientists and Foresters
19-1040 Medical Scientists
19-1090 Miscellaneous Life Scientists
19-2000 Physical Scientists
19-2010 Astronomers and Physicists
19-2020 Atmospheric and Space Scientists
19-2030 Chemists and Materials Scientists
19-2040 Environmental Scientists and Geoscientists
19-2090 Miscellaneous Physical Scientists

19-3000 Social Scientists and Related Workers
19-3010 Economists
19-3020 Market and Survey Researchers
19-3030 Psychologists
19-3040 Sociologists
19-3050 Urban and Regional Planners
19-3090 Miscellaneous Social Scientists and Related Workers

19-4000 Life, Physical, and Social Science Technicians
19-4010 Agricultural and Food Science Technicians
19-4020 Biological Technicians
19-4030 Chemical Technicians
19-4040 Geological and Petroleum Technicians
19-4050 Nuclear Technicians
19-4060 Social Science Research Assistants
19-4090 Miscellaneous Life, Physical, and Social Science Technicians

21-0000 Community and Social Services Occupations

21-1000 Counselors, Social Workers, and Other Community and Social Service Specialists
21-1010 Counselors
21-1020 Social Workers
21-1090 Miscellaneous Community and Social Service Specialists

21-2000 Religious Workers
21-2010 Clergy

21-2020 Directors, Religious Activities and Education
21-2090 Miscellaneous Religious Workers

23-0000 Legal Occupations

23-1000 Lawyers, Judges, and Related Workers
23-1010 Lawyers
23-1020 Judges, Magistrates, and Other Judicial Workers

23-2000 Legal Support Workers
23-2010 Paralegals and Legal Assistants
23-2090 Miscellaneous Legal Support Workers

25-0000 Education, Training, and Library Occupations

25-1000 Postsecondary Teachers
25-1010 Business Teachers, Postsecondary
25-1020 Math and Computer Teachers, Postsecondary
25-1030 Engineering and Architecture Teachers, Postsecondary
25-1040 Life Sciences Teachers, Postsecondary
25-1050 Physical Sciences Teachers, Postsecondary
25-1060 Social Sciences Teachers, Postsecondary
25-1070 Health Teachers, Postsecondary
25-1080 Education and Library Science Teachers, Postsecondary
25-1110 Law, Criminal Justice, and Social Work Teachers, Postsecondary
25-1120 Arts, Communications, and Humanities Teachers, Postsecondary
25-1190 Miscellaneous Postsecondary Teachers

25-2000 Primary, Secondary, and Special Education School Teachers
25-2010 Preschool and Kindergarten Teachers
25-2020 Elementary and Middle School Teachers
25-2030 Secondary School Teachers
25-2040 Special Education Teachers

25-3000 Other Teachers and Instructors
25-3010 Adult Literacy, Remedial Education, and GED Teachers and Instructors
25-3020 Self-Enrichment Education Teachers
25-3090 Miscellaneous Teachers and Instructors

25-4000 Librarians, Curators, and Archivists
25-4010 Archivists, Curators, and Museum Technicians
25-4020 Librarians
25-4030 Library Technicians

25-9000 Other Education, Training, and Library Occupations
25-9010 Audio-Visual Collections Specialists
25-9020 Farm and Home Management Advisors
25-9030 Instructional Coordinators
25-9040 Teacher Assistants
25-9090 Miscellaneous Education, Training, and Library Workers

27-0000 Arts, Design, Entertainment, Sports, and Media Occupations

27-1000 Art and Design Workers
27-1010 Artists and Related Workers

- 27-1020 Designers
- 27-2000 Entertainers and Performers, Sports and Related Workers
 27-2010 Actors, Producers, and Directors
 27-2020 Athletes, Coaches, Umpires, and Related Workers
 27-2030 Dancers and Choreographers
 27-2040 Musicians, Singers, and Related Workers
 27-2090 Miscellaneous Entertainers and Performers, Sports and Related Workers
- 27-3000 Media and Communication Workers
 27-3010 Announcers
 27-3020 News Analysts, Reporters and Correspondents
 27-3030 Public Relations Specialists
 27-3040 Writers and Editors
 27-3090 Miscellaneous Media and Communication Workers
- 27-4000 Media and Communication Equipment Workers
 27-4010 Broadcast and Sound Engineering Technicians and Radio Operators
 27-4020 Photographers
 27-4030 Television, Video, and Motion Picture Camera Operators and Editors
 27-4090 Miscellaneous Media and Communication Equipment Workers
- 29-0000 Healthcare Practitioners and Technical Occupations**
- 29-1000 Health Diagnosing and Treating Practitioners
 29-1010 Chiropractors
 29-1020 Dentists
 29-1030 Dietitians and Nutritionists
 29-1040 Optometrists
 29-1050 Pharmacists
 29-1060 Physicians and Surgeons
 29-1070 Physician Assistants
 29-1080 Podiatrists
 29-1110 Registered Nurses
 29-1120 Therapists
 29-1130 Veterinarians
 29-1190 Miscellaneous Health Diagnosing and Treating Practitioners
- 29-2000 Health Technologists and Technicians
 29-2010 Clinical Laboratory Technologists and Technicians
 29-2020 Dental Hygienists
 29-2030 Diagnostic Related Technologists and Technicians
 29-2040 Emergency Medical Technicians and Paramedics
 29-2050 Health Diagnosing and Treating Practitioner Support Technicians
 29-2060 Licensed Practical and Licensed Vocational Nurses
 29-2070 Medical Records and Health Information Technicians
 29-2080 Opticians, Dispensing
 29-2090 Miscellaneous Health Technologists and Technicians
- 29-9000 Other Healthcare Practitioners and Technical Occupations
 29-9010 Occupational Health and Safety Specialists and Technicians
 29-9090 Miscellaneous Health Practitioners and Technical Workers
- 31-0000 Healthcare Support Occupations**
- 31-1000 Nursing, Psychiatric, and Home Health Aides

- 31-1010 Nursing, Psychiatric, and Home Health Aides
- 31-2000 Occupational and Physical Therapist Assistants and Aides
 31-2010 Occupational Therapist Assistants and Aides
 31-2020 Physical Therapist Assistants and Aides
- 31-9000 Other Healthcare Support Occupations
 31-9010 Massage Therapists
 31-9090 Miscellaneous Healthcare Support Occupations
- 33-0000 Protective Service Occupations**
- 33-1000 First-Line Supervisors/Managers, Protective Service Workers
 33-1010 First-Line Supervisors/Managers, Law Enforcement Workers
 33-1020 First-Line Supervisors/Managers, Fire Fighting and Prevention Workers
 33-1090 Miscellaneous First-Line Supervisors/Managers, Protective Service Workers
- 33-2000 Fire Fighting and Prevention Workers
 33-2010 Fire Fighters
 33-2020 Fire Inspectors
- 33-3000 Law Enforcement Workers
 33-3010 Bailiffs, Correctional Officers, and Jailers
 33-3020 Detectives and Criminal Investigators
 33-3030 Fish and Game Wardens
 33-3040 Parking Enforcement Workers
 33-3050 Police Officers
- 33-9000 Other Protective Service Workers
 33-9010 Animal Control Workers
 33-9020 Private Detectives and Investigators
 33-9030 Security Guards and Gaming Surveillance Officers
 33-9090 Miscellaneous Protective Service Workers
- 35-0000 Food Preparation and Serving Related Occupations**
- 35-1000 Supervisors, Food Preparation and Serving Workers
 35-1010 First-Line Supervisors/Managers, Food Preparation and Serving Workers
- 35-2000 Cooks and Food Preparation Workers
 35-2010 Cooks
 35-2020 Food Preparation Workers
- 35-3000 Food and Beverage Serving Workers
 35-3010 Bartenders
 35-3020 Fast Food and Counter Workers
 35-3030 Waiters and Waitresses
 35-3040 Food Servers, Nonrestaurant
- 35-9000 Other Food Preparation and Serving Related Workers
 35-9010 Dining Room and Cafeteria Attendants and Bartender Helpers
 35-9020 Dishwashers
 35-9030 Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
 35-9090 Miscellaneous Food Preparation and Serving Related Workers
- 37-0000 Building and Grounds Cleaning and Maintenance Occupations**

- 37-1000 Supervisors, Building and Grounds Cleaning and Maintenance Workers
37-1010 First-Line Supervisors/Managers, Building and Grounds Cleaning and Maintenance Workers
- 37-2000 Building Cleaning and Pest Control Workers
37-2010 Building Cleaning Workers
37-2020 Pest Control Workers
- 37-3000 Grounds Maintenance Workers
37-3010 Grounds Maintenance Workers
- 39-0000 **Personal Care and Service Occupations****
- 39-1000 Supervisors, Personal Care and Service Workers
39-1010 First-Line Supervisors/Managers of Gaming Workers
39-1020 First-Line Supervisors/Managers of Personal Service Workers
- 39-2000 Animal Care and Service Workers
39-2010 Animal Trainers
39-2020 Nonfarm Animal Caretakers
- 39-3000 Entertainment Attendants and Related Workers
39-3010 Gaming Services Workers
39-3020 Motion Picture Projectionists
39-3030 Ushers, Lobby Attendants, and Ticket Takers
39-3090 Miscellaneous Entertainment Attendants and Related Workers
- 39-4000 Funeral Service Workers
39-4010 Embalmers
39-4020 Funeral Attendants
- 39-5000 Personal Appearance Workers
39-5010 Barbers and Cosmetologists
39-5090 Miscellaneous Personal Appearance Workers
- 39-6000 Transportation, Tourism, and Lodging Attendants
39-6010 Baggage Porters, Bellhops, and Concierges
39-6020 Tour and Travel Guides
39-6030 Transportation Attendants
- 39-9000 Other Personal Care and Service Workers
39-9010 Child Care Workers
39-9020 Personal and Home Care Aides
39-9030 Recreation and Fitness Workers
39-9040 Residential Advisors
39-9090 Miscellaneous Personal Care and Service Workers
- 41-0000 **Sales and Related Occupations****
- 41-1000 Supervisors, Sales Workers
41-1010 First-Line Supervisors/Managers, Sales Workers
- 41-2000 Retail Sales Workers
41-2010 Cashiers
41-2020 Counter and Rental Clerks and Parts Salespersons

- 41-2030 Retail Salespersons
- 41-3000 Sales Representatives, Services
 - 41-3010 Advertising Sales Agents
 - 41-3020 Insurance Sales Agents
 - 41-3030 Securities, Commodities, and Financial Services Sales Agents
 - 41-3040 Travel Agents
 - 41-3090 Miscellaneous Sales Representatives, Services
- 41-4000 Sales Representatives, Wholesale and Manufacturing
 - 41-4010 Sales Representatives, Wholesale and Manufacturing
- 41-9000 Other Sales and Related Workers
 - 41-9010 Models, Demonstrators, and Product Promoters
 - 41-9020 Real Estate Brokers and Sales Agents
 - 41-9030 Sales Engineers
 - 41-9040 Telemarketers
 - 41-9090 Miscellaneous Sales and Related Workers
- 43-0000 Office and Administrative Support Occupations**
- 43-1000 Supervisors, Office and Administrative Support Workers
 - 43-1010 First-Line Supervisors/Managers of Office and Administrative Support Workers
- 43-2000 Communications Equipment Operators
 - 43-2010 Switchboard Operators, Including Answering Service
 - 43-2020 Telephone Operators
 - 43-2090 Miscellaneous Communications Equipment Operators
- 43-3000 Financial Clerks
 - 43-3010 Bill and Account Collectors
 - 43-3020 Billing and Posting Clerks and Machine Operators
 - 43-3030 Bookkeeping, Accounting, and Auditing Clerks
 - 43-3040 Gaming Cage Workers
 - 43-3050 Payroll and Timekeeping Clerks
 - 43-3060 Procurement Clerks
 - 43-3070 Tellers
- 43-4000 Information and Record Clerks
 - 43-4010 Brokerage Clerks
 - 43-4020 Correspondence Clerks
 - 43-4030 Court, Municipal, and License Clerks
 - 43-4040 Credit Authorizers, Checkers, and Clerks
 - 43-4050 Customer Service Representatives
 - 43-4060 Eligibility Interviewers, Government Programs
 - 43-4070 File Clerks
 - 43-4080 Hotel, Motel, and Resort Desk Clerks
 - 43-4110 Interviewers, Except Eligibility and Loan
 - 43-4120 Library Assistants, Clerical
 - 43-4130 Loan Interviewers and Clerks
 - 43-4140 New Accounts Clerks
 - 43-4150 Order Clerks
 - 43-4160 Human Resources Assistants, Except Payroll and Timekeeping
 - 43-4170 Receptionists and Information Clerks
 - 43-4180 Reservation and Transportation Ticket Agents and Travel Clerks
 - 43-4190 Miscellaneous Information and Record Clerks

- 43-5000 Material Recording, Scheduling, Dispatching, and Distributing Workers
 43-5010 Cargo and Freight Agents
 43-5020 Couriers and Messengers
 43-5030 Dispatchers
 43-5040 Meter Readers, Utilities
 43-5050 Postal Service Workers
 43-5060 Production, Planning, and Expediting Clerks
 43-5070 Shipping, Receiving, and Traffic Clerks
 43-5080 Stock Clerks and Order Fillers
 43-5110 Weighers, Measurers, Checkers, and Samplers, Recordkeeping
- 43-6000 Secretaries and Administrative Assistants
 43-6010 Secretaries and Administrative Assistants
- 43-9000 Other Office and Administrative Support Workers
 43-9010 Computer Operators
 43-9020 Data Entry and Information Processing Workers
 43-9030 Desktop Publishers
 43-9040 Insurance Claims and Policy Processing Clerks
 43-9050 Mail Clerks and Mail Machine Operators, Except Postal Service
 43-9060 Office Clerks, General
 43-9070 Office Machine Operators, Except Computer
 43-9080 Proofreaders and Copy Markers
 43-9110 Statistical Assistants
 43-9190 Miscellaneous Office and Administrative Support Workers
- 45-0000 Farming, Fishing, and Forestry Occupations**
- 45-1000 Supervisors, Farming, Fishing, and Forestry Workers
 45-1010 First-Line Supervisors/Managers of Farming, Fishing, and Forestry Workers
 45-2000 Agricultural Workers
 45-2010 Agricultural Inspectors
 45-2020 Animal Breeders
 45-2030 Farm Labor Contractors
 45-2040 Graders and Sorters, Agricultural Products
 45-2090 Miscellaneous Agricultural Workers
- 45-3000 Fishing and Hunting Workers
 45-3010 Fishers and Related Fishing Workers
 45-3020 Hunters and Trappers
- 45-4000 Forest, Conservation, and Logging Workers
 45-4010 Forest and Conservation Workers
 45-4020 Logging Workers
- 45-9000 Other Farming, Fishing, and Forestry Workers
 45-9090 Miscellaneous Farming, Fishing, and Forestry Workers
- 47-0000 Construction and Extraction Occupations**
- 47-1000 Supervisors, Construction and Extraction Workers
 47-1010 First-Line Supervisors/Managers of Construction Trades and Extraction Workers

- 47-2000 Construction Trades Workers
47-2010 Boilermakers
47-2020 Brickmasons, Blockmasons, and Stonemasons
47-2030 Carpenters
47-2040 Carpet, Floor, and Tile Installers and Finishers
47-2050 Cement Masons, Concrete Finishers, and Terrazzo Workers
47-2060 Construction Laborers
47-2070 Construction Equipment Operators
47-2080 Drywall Installers, Ceiling Tile Installers, and Tapers
47-2110 Electricians
47-2120 Glaziers
47-2130 Insulation Workers
47-2140 Painters and Paperhangers
47-2150 Pipelayers, Plumbers, Pipefitters, and Steamfitters
47-2160 Plasterers and Stucco Masons
47-2170 Reinforcing Iron and Rebar Workers
47-2180 Roofers
47-2210 Sheet Metal Workers
47-2220 Structural Iron and Steel Workers
- 47-3000 Helpers, Construction Trades
47-3010 Helpers, Construction Trades
- 47-4000 Other Construction and Related Workers
47-4010 Construction and Building Inspectors
47-4020 Elevator Installers and Repairers
47-4030 Fence Erectors
47-4040 Hazardous Materials Removal Workers
47-4050 Highway Maintenance Workers
47-4060 Rail-Track Laying and Maintenance Equipment Operators
47-4070 Septic Tank Servicers and Sewer Pipe Cleaners
47-4090 Miscellaneous Construction and Related Workers
- 47-5000 Extraction Workers
47-5010 Derrick, Rotary Drill, and Service Unit Operators, Oil, Gas, and Mining
47-5020 Earth Drillers, Except Oil and Gas
47-5030 Explosives Workers, Ordnance Handling Experts, and Blasters
47-5040 Mining Machine Operators
47-5050 Rock Splitters, Quarry
47-5060 Roof Bolters, Mining
47-5070 Roustabouts, Oil and Gas
47-5080 Helpers--Extraction Workers
47-5090 Miscellaneous Extraction Workers
- 49-0000 Installation, Maintenance, and Repair Occupations**
- 49-1000 Supervisors of Installation, Maintenance, and Repair Workers
49-1010 First-Line Supervisors/Managers of Mechanics, Installers, and Repairers
- 49-2000 Electrical and Electronic Equipment Mechanics, Installers, and Repairers
49-2010 Computer, Automated Teller, and Office Machine Repairers
49-2020 Radio and Telecommunications Equipment Installers and Repairers
49-2090 Miscellaneous Electrical and Electronic Equipment Mechanics, Installers, and Repairers

- 49-3000 Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
49-3010 Aircraft Mechanics and Service Technicians
49-3020 Automotive Technicians and Repairers
49-3030 Bus and Truck Mechanics and Diesel Engine Specialists
49-3040 Heavy Vehicle and Mobile Equipment Service Technicians and Mechanics
49-3050 Small Engine Mechanics
49-3090 Miscellaneous Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
- 49-9000 Other Installation, Maintenance, and Repair Occupations
49-9010 Control and Valve Installers and Repairers
49-9020 Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9030 Home Appliance Repairers
49-9040 Industrial Machinery Installation, Repair, and Maintenance Workers
49-9050 Line Installers and Repairers
49-9060 Precision Instrument and Equipment Repairers
49-9090 Miscellaneous Installation, Maintenance, and Repair Workers
- 51-0000 Production Occupations**
- 51-1000 Supervisors, Production Workers
51-1010 First-Line Supervisors/Managers of Production and Operating Workers
- 51-2000 Assemblers and Fabricators
51-2010 Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
51-2020 Electrical, Electronics, and Electromechanical Assemblers
51-2030 Engine and Other Machine Assemblers
51-2040 Structural Metal Fabricators and Fitters
51-2090 Miscellaneous Assemblers and Fabricators
- 51-3000 Food Processing Workers
51-3010 Bakers
51-3020 Butchers and Other Meat, Poultry, and Fish Processing Workers
51-3090 Miscellaneous Food Processing Workers
- 51-4000 Metal Workers and Plastic Workers
51-4010 Computer Control Programmers and Operators
51-4020 Forming Machine Setters, Operators, and Tenders, Metal and Plastic
51-4030 Machine Tool Cutting Setters, Operators, and Tenders, Metal and Plastic
51-4040 Machinists
51-4050 Metal Furnace and Kiln Operators and Tenders
51-4060 Model Makers and Patternmakers, Metal and Plastic
51-4070 Molders and Molding Machine Setters, Operators, and Tenders, Metal and Plastic
51-4080 Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic
51-4110 Tool and Die Makers
51-4120 Welding, Soldering, and Brazing Workers
51-4190 Miscellaneous Metalworkers and Plastic Workers
- 51-5000 Printing Workers
51-5010 Bookbinders and Bindery Workers
51-5020 Printers
- 51-6000 Textile, Apparel, and Furnishings Workers
51-6010 Laundry and Dry-Cleaning Workers
51-6020 Pressers, Textile, Garment, and Related Materials
51-6030 Sewing Machine Operators
51-6040 Shoe and Leather Workers

51-6050 Tailors, Dressmakers, and Sewers
51-6060 Textile Machine Setters, Operators, and Tenders
51-6090 Miscellaneous Textile, Apparel, and Furnishings Workers

51-7000

Woodworkers

51-7010 Cabinetmakers and Bench Carpenters
51-7020 Furniture Finishers
51-7030 Model Makers and Patternmakers, Wood
51-7040 Woodworking Machine Setters, Operators, and Tenders
51-7090 Miscellaneous Woodworkers

51-8000

Plant and System Operators

51-8010 Power Plant Operators, Distributors, and Dispatchers
51-8020 Stationary Engineers and Boiler Operators
51-8030 Water and Liquid Waste Treatment Plant and System Operators
51-8090 Miscellaneous Plant and System Operators

51-9000

Other Production Occupations

51-9010 Chemical Processing Machine Setters, Operators, and Tenders
51-9020 Crushing, Grinding, Polishing, Mixing, and Blending Workers
51-9030 Cutting Workers
51-9040 Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders
51-9050 Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders
51-9060 Inspectors, Testers, Sorters, Samplers, and Weighers
51-9070 Jewelers and Precious Stone and Metal Workers
51-9080 Medical, Dental, and Ophthalmic Laboratory Technicians
51-9110 Packaging and Filling Machine Operators and Tenders
51-9120 Painting Workers
51-9130 Photographic Process Workers and Processing Machine Operators
51-9140 Semiconductor Processors
51-9190 Miscellaneous Production Workers

53-0000

Transportation and Material Moving Occupations

53-1000

Supervisors, Transportation and Material Moving Workers

53-1010 Aircraft Cargo Handling Supervisors
53-1020 First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand
53-1030 First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators

53-2000

Air Transportation Workers

53-2010 Aircraft Pilots and Flight Engineers
53-2020 Air Traffic Controllers and Airfield Operations Specialists

53-3000

Motor Vehicle Operators

53-3010 Ambulance Drivers and Attendants, Except Emergency Medical Technicians
53-3020 Bus Drivers
53-3030 Driver/Sales Workers and Truck Drivers
53-3040 Taxi Drivers and Chauffeurs
53-3090 Miscellaneous Motor Vehicle Operators

53-4000

Rail Transportation Workers

53-4010 Locomotive Engineers and Operators
53-4020 Railroad Brake, Signal, and Switch Operators
53-4030 Railroad Conductors and Yardmasters

- 53-4040 Subway and Streetcar Operators
- 53-4090 Miscellaneous Rail Transportation Workers
- 53-5000 Water Transportation Workers
 - 53-5010 Sailors and Marine Oilers
 - 53-5020 Ship and Boat Captains and Operators
 - 53-5030 Ship Engineers
- 53-6000 Other Transportation Workers
 - 53-6010 Bridge and Lock Tenders
 - 53-6020 Parking Lot Attendants
 - 53-6030 Service Station Attendants
 - 53-6040 Traffic Technicians
 - 53-6050 Transportation Inspectors
 - 53-6090 Miscellaneous Transportation Workers
- 53-7000 Material Moving Workers
 - 53-7010 Conveyor Operators and Tenders
 - 53-7020 Crane and Tower Operators
 - 53-7030 Dredge, Excavating, and Loading Machine Operators
 - 53-7040 Hoist and Winch Operators
 - 53-7050 Industrial Truck and Tractor Operators
 - 53-7060 Laborers and Material Movers, Hand
 - 53-7070 Pumping Station Operators
 - 53-7080 Refuse and Recyclable Material Collectors
 - 53-7110 Shuttle Car Operators
 - 53-7120 Tank Car, Truck, and Ship Loaders
 - 53-7190 Miscellaneous Material Moving Workers
- 55-0000 Military Specific Occupations**
- 55-1000 Military Officer Special and Tactical Operations Leaders/Managers
 - 55-1010 Military Officer Special and Tactical Operations Leaders/Managers
- 55-2000 First-Line Enlisted Military Supervisor/Managers
 - 55-2010 First-Line Enlisted Military Supervisors/Managers
- 55-3000 Military Enlisted Tactical Operations and Air/Weapons Specialists and Crew Members
 - 55-3010 Military Enlisted Tactical Operations and Air/Weapons Specialists and Crew Members

Appendix F

MEDICAL CONDITION TYPES AND CODES

Appendix F provides information in reference to Data Element 0356 “Medical Condition Type.”

International Classification of Diseases¹

000	Unspecified Health Problem	378.9	Eye Movement Disorder Nos
007.1	Giardiasis	380.1	Infective Otitis Externa
034.0	Strep Sore Throat	380.4	Impacted Cerumen
039.95	Hemodialysis		
042.044	Human Immuno Deficiency Virus (HIV) Infection	381	Nonsuppur Otitis Media
052	Chicken Pox	381.0	AC Nonsup Otitis Media
052.9	Varicella Uncomplicated	381.01	AC Serous Otitis Media
054.98	Peritoneal dialysis	381.3	CHR Nonsup OM Nos/Nec
078.1	Viral Warts	381.4	Nonsup Otitis Media Nos
079.9	Viral Infection Nos	382	Otitis Media Suppur/Nos
110.4	Dermatophytosis of Foot	382.0	AC Suppur Otitis Media
110.9	Dermatophytosis Site Nos	382.4	Suppur Otitis Media
127.4	Enterobiasis	382.9	Otitis Media Nos
129	Intestine Parasitism Nos	384.2	Perforation Tympan Memb
130	Toxoplasmosis	389	Hearing Loss
130.0	Toxoplasma Meningoenceph	389.1	Sensorineural Hear Loss
132.0	Pediculus Capitis	389.9	Hearing Loss Nos
133.0	Scabies	401.9	Hypertension Nos
278.0	Obesity	460	Acute Nasopharyngitis
280.9	Iron Defic Anemia Nos	461.9	Acute Sinusitis Nos
281.9	Deficiency Anemia Nos	462	Acute Pharyngitis
285.9	Anemia Nos	463	Acute Tonsillitis
314.9	Hyperkinetic Synd Nos	465.9	Acute URI Nos
343.9	Cerebral Palsy Nos	466.0	Acute Bronchitis
345.9	Epilepsy Nos	472.0	Chronic Rhinitis
367	Disorders of Refraction	474.0	Chronic Tonsils
367.0	Hypermetropia	474.1	T A Hypertrophy
367.1	Myopia	474.10	Hypertrophy T and A
367.2	Astigmatism	474.11	Hypertrophy Tonsils
367.20	Astigmatism Nos	477	Allergic Rhinitis
367.9	Refraction Disorder Nos	477.9	Allergic Rhinitis Nos
368	Visual Disturbances	486	Pneumonia, Organism Nos
368.0	Amblyopia Ex Anopsia	487.1	Flu W Resp Manifest Nec
368.00	Amblyopia Nos	490	Bronchitis Nos
368.59	Color Deficiency Nec	493.9	Asthma Nos
368.9	Visual Disturbance Nos	520.6	Tooth Eruption Disturb
372.0	Acute Conjunctivitis	521	Hard Tissue Dis of Teeth
372.30	Conjunctivitis Nos	521.0	Dental Caries
378.0	Esotropia	522.2	Periapical Abscess
		523.0	Acute Gingivitis

¹ The full listing of the Fifth Edition of the Ninth Revision of the International Classification of Diseases (ICD-9-1994) is available at the Centers for Disease Control and Prevention (CDC)’s National Center for Health Statistics (NCHS)’s website at <http://www.cdc.gov/nchs>. The Tenth Revision of the publication (ICD-10) is now available for ordering from the World Health Organization (WHO) at <http://www.who.org>.

523.6	Accretions on Teeth	V12	HX of Disease Nec
524.3	Tooth Position Anomoly	V12.0	HX-Infect/Parasitic Dis
524.4	Malocclusion Nos	V12.01	Measles
525.1	Loss of Teeth, Acquired	V12.02	Rubella
525.9	Dental Disorder Nos	V12.03	Mumps
		V12.04	Chicken Pox
558.9	Nonif Gastroenteric Nec	V12.05	Whooping Cough
573.3	Hepatitis Nos	V12.06	TB
599.0	Urin Tract Infection Nos	V12.21	Diabetes
599.7	Hematuria	V12.3	HX-Blood Diseases
684	Impetigo	V12.4	HX-Nerv Sys/Sens Org Dis
692.9	Dermatitis Nos	V12.41	Epilepsy
693.1	Dermat D/T Food Ingest	V12.5	HX-Circulatory Sys Dis
706.1	Acne Nec	V12.51	Rheumatic Fever
729.5	Pain in Limb	V12.6	HX-Respiratory Sys Dis
737.30	Idiopathic Scoliosis	V12.7	HX of GI Disease
752.5	Undescended Testicle	V13	HX of Other Diseases
780.3	Convolutions	V13.0	HX-Urinary System Disord
780.6	Pyrexia Unknown Origin	V14	HX of Drug Allergy
783.4	Lack Normal Physiol Devel	V14.0	HX-Penicillin Allergy
784.0	Headache	V15	Oth HX of Health Hazards
784.5	Speech Disturbance Nec	V15.0	HX of Allergy Nec
784.7	Epistaxis	V15.2	HX-Major Organ Surg Nec
785.2	Cardiac Murmurs Nec	V15.5	HX of Injury
785.6	Enlargement Lymph Nodes	V15.8	HX-Other Health Hazards
788.3	Incontinence of Urine	V16	Family HX-Malignancy
789	Oth Abdomen/Pelvis Symp	V17	Family HX-Chr Disabling Dis
789.0	Abdominal Pain	V17.1	Family HX-Stroke
791	Abnormal Urine Findings	V17.2	Family HX-Neurolog Dis Nec
791.0	Proteinuria	V17.21	Epilepsy
795.5	Tuberculin Test Reaction	V17.3	Fam HX-Ischem Heart Dis
799.9	Unkn Cause Morb/Mort Nec	V17.4	Fam HX-Cardiovas Dis Nec
813	Radius Ulna Fracture	V17.41	Hypertension
911.0	Abrasion Trunk	V17.5	Family HX-Asthma
984.9	Tox Eff Lead Compnd Nos	V17.6	Fam HX-Chr Resp Cond Nec
989.5	Toxic Effect Venom	V17.7	Family HX-Arthritis
995.2	Adv Eff Med/Biol Sub Nos	V18.0	Family HX-Diabetes Mellitus
995.3	Allergy, unspecified	V18.3	Family HX-Anemia
V03.1	Vaccine-Typhoid-Parathyroid	V18.4	Family HX-Mental Retardant
V03.2	Vaccine forTuberculosis	V18.5	Family HX-GI Disorders
V03.6	Vaccine for Pertussis	V18.6	Family HX-Kidney Disease
V03.7	Tetanus Toxoid Inoculant	V18.8	Family HX-Infect/Parasit Dis
V03.8	Vaccine for Bact Dis Nec	V19.0	Family HX-Blindnes
V04.01	Polio Oral	V19.2	Family HX-Deafness
V04.02	Polio Immunization	V19.4	Family HX-Skin Condition
V04.1	Vaccine for Smallpox	V19.5	Fam HX-Congen Anomalies
V04.2	Vaccine for Measles	V19.6	Family HX-Allergic Dis
V04.3	Vaccine for Rubella	V20	Health Supervision Child
V04.6	Vaccine for Mumps	V20.2	Routine Child Health Exam
V04.8	Vaccine for Influenza	V20.3	Med Exam Nec-Admin Purp
V06.1	Vaccine for DTP	V22.2	Pregnant State
V06.12	TD	V70.5	Health Exam-Group Survey
V06.3	Vaccine for DTP + Polio	V71	Observation-Suspect Cond
V06.4	Vac-Measle-Mumps-Rubella	V71.2	Observ-Suspect TB
V06.8	Vac-Dis Combinations Nec	V72	Special Examinations
V10	HX of Malignant Neoplasm	V72.0	Eye Vision Examination

V72.1	Ear Hearing Exam	82465	Assay Serum Cholesterol
V72.2	Dental Examination	82784	Assay Gammaglobulin A/D/G/M
V72.8	Examination Nec		
V72.80	Height		
V72.81	Weight		
V74.1	Screening-Pulmonary TB		
V75.8	Screen-Parasitic Dis Nec		
V78.0	Screen-Iron Defic Anemia		
V78.2	Screen-Sickle Cell Dis		
V79.3	Screen-Development Prob		
V81.1	Screen for Hypertension		
V81.51	Urinalysis (Dipstick)		
V82.0	Screen for Skin Cond		
V82.5	Screen-Contamination Nec		
V82.81	Scoliosis		

Current Procedural Terminology¹

00120	Anesthesia for Ear Surgery	82947	Assay Body Fluid, Glucose
01230	Anesthesia, Surgery of Femur	82948	Stick Assay of Blood Glucose
10060	Drainage of Skin Abscess	83018	Chromatograph Screen, Metals
12001	Repair Superficial Wound(s)	83020	Assay Hemoglobin
22899	Spine Surgery Procedures	83634	Test Blood for Lead
29065	Application of Long Arm Cast	85014	Hematocrit
29075	Application of Forearm Cast	85018	Hemoglobin, Calorimetric
29405	Apply Short Leg Cast	85022	Automated Hemogram
36430	Blood Transfusion Service	85031	Manual Hemogram, Complete CBC
50760	Fusion of Ureters	86580	TB Patch or Intradermal Test
69210	Remove Impacted Ear Wax	86585	TB Tine Test
69420	Incision of Eardrum	87060	Nose/Throat Culture, Bacteria
69436	Create Eardrum Openings		
70250	X-ray Exam of Skull		
70470	Contrast CAT Scans of Head		
71010	X-ray Exam of Chest		
72110	X-ray Exam of Lower Spine		
73000	X-ray Exam of Collarbone	87070	Culture Specimen, Bacteria
73060	X-ray Exam of Humerus	87072	Culture Specimen by Kit
73090	X-ray Exam of Forearm	87086	Urine Culture, Colony Count
73100	X-ray Exam of Wrist	87177	Ova and Parasites Smears
73120	X-ray Exam of Hand	90585	BCG Immunization (TB) Percutaneous
73140	X-ray Exam of Finger(s)	90586	BCG Immunization (bladder) Intravesical
73560	X-ray Exam of Lower Leg	90701	DTP Immunization
73600	X-ray Exam of Ankle	90702	DT Immunization
73620	X-ray Exam of Foot	90703	Tetanus Immunization
81000	Urinalysis with Microscopy	90704	Mumps Immunization
81002	Routine Urine Analysis	90705	Measles Immunization
81005	Urinalysis	90706	Rubella Immunization
		90707	MMR Virus Immunization
		90708	Measles-Rubella Immunization
		90712	Oral Poliovirus Immunization
		90718	TD Immunization
		90749	Immunization Procedure
		90782	Injection of Medication
		90788	Injection of Antibiotic
		90801	Diagnostic Interview
		90865	Special Interview

¹ Information contained in the above list is derived from the 1999 version (Revised 4th edition) of the *Physician's Current Procedural Terminology*. For information on how to purchase the entire document, please contact the American Medical Association (AMA). <http://www.ama-assn.org/med-sci/cpt/coding.htm>

90887	Consultation with Family	99222	Hospital Care, New, Intermediate
92002	New Eye Exam & Treatment	99223	Hospital Care, New, Comprehensive
92004	New Eye Exam & Treatment	99231	Hospital Visit, Limited
92012	Eye Exam & Treatment	99232	Hospital Visit, Intermediate
92014	Eye Exam & Treatment	99233	Hospital Visit, Extended
92020	Special Eye Evaluation	99241	Limited Consultation
92081	Visual Field Examination(s)	99281	Emergency Care, Minor, Straightforward
92265	Eye Muscle Evaluation	99282	Emergency Care, Moderate, Low
92283	Color Vision Examination	99283	Emergency Care, Moderate, Moderate
92340	Fitting of Spectacles	99284	Emergency Care, Detailed, Moderate
92370	Repair & Adjust Spectacles	99285	Emergency Care, High, High
92390	Supply of Spectacles	99321	Care Facility Visit
92395	Supply of Spectacles	99341	Home Visit, New, Brief
92502	Ear and Throat Examination	99342	Home Visit, New, Limited
92504	Ear Microscopy Examination	99343	Home Visit, New, Intermediate
92506	Speech & Hearing Evaluation	99347	Home Visit, Minimal
92507	Speech/Hearing Therapy	99348	Home Visit, Brief
92551	Pure Tone Hearing Test, Air	99349	Home Visit, Limited
92552	Pure Tone Audiometry, Air	99350	Home Visit, Intermediate
92553	Audiometry, Air & Bone	99381	Initial Preventive Medicine, Infant
92556	Speech Audiometry, Complete	99382	Initial Preventive Medicine, 1-4
92557	Comprehensive Audiometry	99383	Initial Preventive Medicine, 5-11
		99384	Initial Preventive Medicine, 12-17
		99385	Initial Preventive Medicine, 18-39
		99386	Initial Preventive Medicine, 40-64
		99387	Initial Preventive Medicine, 65 and over
		99391	Periodic Preventive Medicine, Infant
		99392	Periodic Preventive Medicine, 1-4
		99393	Periodic Preventive Medicine, 5-11
		99394	Periodic Preventive Medicine, 12-17
		99395	Periodic Preventive Medicine, 18-39
		99396	Periodic Preventive Medicine, 40-64
		99397	Periodic Prev. Medicine, 65 and over
		99499	General Medical Service
92565	Stenger Test, Pure Tone	D0110	Initial Dental Exam
92567	Tympanometry	D0120	Periodic Dental Exam
92591	Hearing Aid Exam, Both Ears	D0130	Emergency Dental Exam
93000	Electrocardiogram, Complete	D0210	Complete Radiology Series
93799	Cardiovascular Procedures	D0220	1 Periapical
95819	Electroencephalogram (EEG)	D0230	Addition Films
96110	Developmental Test, Limited	D0270	Bitewing - Single Film
96111	Developmental Test, Extended	D0272	2 Bitewings
96408	Intravenous Chemotherapy	D0274	4 Bitewings
99025	Initial Surgical Evaluation	D0330	Panoramic
99056	Non-Office Medical Services	D0471	Dental - Diagnostic Photos
99058	Office Emergency Care	D1110	Adult Prophylaxis
99070	Special Supplies	D1120	Child Prophylaxis
99075	Medical Testimony	D1220	Stann. Flu 1 Treat Exc Prophylaxis
99078	Group Health Education	D1230	Fluoride Treatment
99080	Special Reports or Forms	D1330	Oral Hygiene Instr.
99090	Computer Data Analysis	D1340	Training-Prevent-Dental Care
99199	Special Service or Report	D1350	Enamel Sealants
99201	Office Visit, New, Brief	D2110	Amal. Prim. 1 Surf
99202	Office Visit, New, Limited	D2120	Amal. Prim. 2 Surf
99203	Office Visit, New, Intermediate	D2130	Amal. Prim. 3 Surf
99204	Office Visit, New, Extended	D2131	Amalgam Deciduous 4 Surfaces
99205	Office Visit, New, Comprehensive		
99211	Office Visit, Brief		
99212	Office Visit, Limited		
99213	Office Visit, Intermediate		
99214	Office Visit, Extended		
99215	Office Visit, Comprehensive		
99221	Hospital Care, New, Brief		

D2140 Amal. Perm. 1 Surf
D2150 Amal. Perm. 2 Surf
D2160 Amal. Perm. 3 Surf
D2161 Amalgam Perm. 4 or More Surf
D2310 Acrylic or Plastic
D2330 Composite 1 Surf
D2331 Composite 2 Surf
D2332 Composite Resin. 3 Surfaces
D2335 Composite Resin
D2750 Crown Porc./Metal
D2830 Stainless Steel
D2940 Sedative Treatment
D3110 Pulp Cap Direct
D3120 Pulp Cap Indirect
D3200 Pulpotomy Exc. Final Restor.
D3220 Vital Pulpotomy
D3310 Root Canal 1
D3330 Root Canal 3
D4220 Subging. Curet./Quad
D4340 Perio Scale, Comp
D4341 Perio S. P.
D6750 Porcelain/Metal
D7110 Extraction
D7120 Add. Extr.
D9210 Local Anesthesia
D9230 N202-02 Sedation
D9310 Dental Consultation

Appendix G

CLASSIFICATION OF INSTRUCTIONAL PROGRAMS¹

Appendix G provides information in reference to Data Element 1150 “Postsecondary Subject Matter Area.” This appendix provides an exhaustive classification of Series 13, Education Programs, as found in the *Classification of Instructional Programs*, published by NCES. Each entry is followed by either a definition or a referral to another series number (instructional programs other than Education) in the Classification.

13. EDUCATION— Instructional programs that focus on the theory and practice of learning and teaching, and related research, administrative and support services.

— PSYCHOLOGY (Report under 42. Series)²

— SOCIAL SCIENCES (Report under 45. Series)²

13.01 Education, General—Instructional content is defined in code 13.0101.

13.0101 Education, General—A program that focuses on the general theory and practice of learning and teaching; the basic principles of educational psychology; the art of teaching; the planning and administration of educational activities; school safety and health issues; and the social foundations of education.

13.02 Bilingual, Multilingual, and Multicultural Education—Instructional content for this group of programs is defined in codes 13.0201- 13.0299.

13.0201 Bilingual and Multilingual Education—A program that focuses on the design and provision of teaching and other educational services to bilingual/bicultural children or adults, and/or the design and implementation of educational programs having the goal of producing bilingual/bicultural individuals. Includes preparation to serve as teachers and administrators in bilingual/bicultural education programs.

— Teaching English as a Second or Foreign Language/ESL Language Instructor. (Report under 13.1401)

— Teaching French as a Second or Foreign Language. (Report under 13.1402)

13.0202 Multicultural Education—A program that focuses on the design, and implementation of instructional and advising services for culturally diverse learning populations. Includes instruction in cultural diversity, at-risk populations, multilingual and ESL education, program and curriculum design, instructional technology, information resources, LEP and minority education strategies, counseling and communicating with multicultural populations, law and regulations, and applications to specific cultural groups, educational services, and research issues.

13.0203 Indian/Native American Education—A program that focuses on the design and implementation of instructional and advising services for American Indian, Alaska Native, and Hawaiian Native students at various learning levels and that prepares individuals to perform teaching and administrative functions in Tribal/First Nation schools. Includes instruction in the cultural traditions and social patterns, history and politics, learning styles and issues, curriculum design, LEP and minority education strategies, counseling techniques and social issues, rural education services,

¹ Source: *Classification of Instructional Programs*. National Center for Education Statistics, United States Department of Education, 2000.

² For descriptions of programs other than those included in Series 13, please refer to the *Classification of Instructional Programs*, National Center for Education Statistics, United States Department of Education, 2000.

distance education, adult education techniques, school administration, applicable laws and regulations, and research issues.

13.0299 Bilingual, Multilingual, and Multicultural Education, Other—Any instructional program in bilingual, multilingual, and multicultural Education not listed above.

13.03 Curriculum and Instruction—Instructional content is defined in code 13.0301.

13.0301 Curriculum and Instruction—A program that focuses on the curriculum and related instructional processes and tools, and that may prepare individuals to serve as professional curriculum specialists. Includes instruction in curriculum theory, curriculum design and planning, instructional material design and evaluation, curriculum evaluation, and applications to specific subject matter, programs or educational levels.

13.04 Educational Administration and Supervision—Instructional content for this group of programs is defined in codes 13.0401- 13.0499.

13.0401 Educational Leadership and Administration, General—A program that focuses on the general principles and techniques of administering a wide variety of schools and other educational organizations and facilities, supervising educational personnel at the school or staff level, and that may prepare individuals as general administrators and supervisors.

13.0402 Administration of Special Education—A program that prepares individuals to plan, supervise, and manage programs for exceptional students and their parents. Includes instruction in special education theory and practice, special education program development, evaluation and assessment in special education, state and federal law and regulations, managing individual education plans, problems of low- and high- disability students, mainstreaming, special education curricula, staff management, parent education, communications and community relations, budgeting, and professional standards and ethics.

13.0403 Adult and Continuing Education Administration.—A program that focuses on the principles and techniques of administering programs and facilities designed to serve the basic education needs of undereducated adults, or the continuing education needs of adults seeking further or specialized instruction, and that prepares individuals to serve as administrators of such programs. Includes instruction in adult education principles, program and facilities planning, personnel management, community and client relations, budgeting and administration, professional standards, and applicable laws and policies.

13.0404 Educational, Instructional, and Curriculum Supervision—A program that prepares individuals to supervise instructional and support personnel at the school building, facility or staff level. Includes instruction in the principles of staffing and organization, the supervision of learning activities, personnel relations, administrative duties related to departmental or unit management, and specific applications to various educational settings and curricula.

13.0405 Elementary and Middle and Secondary Education Administration—(Deleted, Report under 13.0408 or 13.0409)

13.0406 Higher Education/Higher Education Administration—A program that focuses on the principles and practice of administration in four-year colleges, universities and higher education systems, the study of higher education as an object of applied research, and which may prepare individuals to function as administrators in such settings. Includes instruction in higher education economics and finance; policy and planning studies; curriculum; faculty and labor relations; higher education law; college student services; research on higher education; institutional research; marketing and promotion; and issues of evaluation, accountability and philosophy.

13.0407 Community College Education—A program that focuses on the principles and techniques of administering community and junior colleges and related postsecondary systems, the study of community and junior colleges as objects of applied research, and that may prepare individuals to function as administrators in such settings. Includes instruction in community and junior college finance; policy and planning studies; curriculum; faculty and labor relations; higher education law; student services; research on community and junior colleges; institutional research; marketing and promotion; and issues of evaluation, accountability and philosophy.

13.0408 Elementary and Middle School Administration/Principalship—A program that focuses on educational administration at the elementary and middle school (K-7) levels, and prepares individuals to serve as principals and masters of elementary and middle schools. Includes instruction in elementary and/or middle school education, program and facilities planning, budgeting and administration, public relations, human resources management, childhood and pre-adolescent growth and development, counseling skills, applicable law and regulations, school safety, policy studies, and professional standards and ethics.

13.0409 Secondary School Administration/Principalship—A program that focuses on educational administration at the junior high, secondary, or senior high school (7-12) levels, and prepares individuals to serve as principals and masters of secondary schools. Includes instruction in secondary school education, program and facilities planning, budgeting and administration, public relations, human resources management, adolescent growth and development, counseling skills, applicable law and regulations, school safety, policy studies, and professional standards and ethics.

13.0410 Urban Education and Leadership—A program that focuses on issues and problems specific to the educational needs of populations and communities located in metropolitan, inner city, and related areas and prepares individuals to provide educational services and administrative leadership in urban contexts. Includes instruction in multicultural education, at-risk studies, urban sociology, multilingual education, urban studies and planning, human services, health services and nutrition, cross-cultural communication, diversity studies, safety and security, and urban educational administration and leadership.

13.0411 Superintendency and Educational System Administration—A program that focuses on leading and managing multi-school educational systems and school districts, and prepares individuals to serve as systems administrators and district superintendents. Includes instruction in educational administration; education of students at various levels; system planning and budgeting; educational policy; educational law and regulations; public relations; professional standards and ethics; and applications to specific issues, cultural context, and geographic locales.

13.0499 Educational Administration and Supervision, Other—Any instructional program in education administration and supervision not listed above.

13.05 Educational/Instructional Media Design—Instructional content is defined in code 13.0501.

13.0501 Educational/Instructional Media Design—A program that focuses on the principles and techniques of creating instructional products and related educational resources in various formats or combinations such as film, video, recording, text, art, CD-ROM, computer software, virtual reality technology, and three-dimensional objects, and that prepares individuals to function as instructional media designers. Includes instruction in the techniques specific to creating in various media; the behavioral principles applicable to using various media in learning and teaching; the design, testing and production of instructional materials; and the management of educational/instructional media facilities and programs.

13.06 Educational Assessment, Evaluation, and Research—Instructional content for this group of programs is defined in codes 13.0601- 13.0699.

13.0601 Educational Evaluation and Research—A program that focuses on the principles and procedures for generating information about educational programs, personnel and methods, and the analysis of such information for planning purposes. Includes instruction in evaluation theory, evaluation research design and planning, administering evaluations and related data collection activities, data reporting requirements, data analysis and interpretation, and related economic and policy issues.

13.0603 Educational Statistics and Research Methods—A program that focuses on the application of statistics to the analysis and solution of educational research problems, and the development of technical designs for research studies. Includes instruction in mathematical statistics, research design, computer applications, instrument design, research methodologies, and applications to research problems in specific education subjects.

13.0604 Educational Assessment, Testing, and Measurement—A program that focuses on the principles and procedures for designing, developing, implementing and evaluating tests and other mechanisms used to measure learning, evaluate student progress, and assess the performance of specific teaching tools, strategies and curricula. Includes instruction in psychometric measurement, instrument design, test implementation techniques, research evaluation, data reporting requirements, and data analysis and interpretation.

13.0699 Educational Assessment, Evaluation, and Research, Other—Any instructional program in educational evaluation, research and statistics not listed above.

13.07 Educational Assessment, Evaluation, and Research, Other—Any instructional program in educational evaluation, research and statistics not listed above.

13.0701 International and Comparative Education—A program that focuses on the educational phenomena, practices and institutions within different societies and states in comparative perspective, and the study of international educational issues. Includes instruction in comparative research methods, country- or area-specific studies, crossnational studies of learning and teaching styles, international educational policy and development, and analyses of educational migration patterns and experiences.

13.08 Educational Psychology. (Moved, Report under 42.18 Series)

13.0802 Educational Psychology. (Moved, Report under 42.1801)

13.09 Social and Philosophical Foundations of Education—Instructional content is defined in code 13.0901.

13.0901 Social and Philosophical Foundations of Education—A program that focuses on the systematic study of education as a social and cultural institution, and the educational process as an object of humanistic inquiry. Includes instruction in such subjects as the philosophy of education, history of education, educational literature, educational anthropology, sociology of education, economics and politics of education, educational policy studies, and studies of education in relation to specific populations, issues, social phenomena, and types of work.

13.10 Special Education and Teaching—Instructional content for this group of programs is defined in codes 13.1001- 13.1099.

13.1001 Special Education and Teaching, General—A general program that focuses on the design and provision of teaching and other educational services to children or adults with special learning needs or disabilities, and that may prepare individuals to function as special education teachers. Includes instruction in diagnosing learning disabilities, developing individual education plans, teaching and supervising special education students, special education counseling, and applicable laws and policies.

13.1003 Education/Teaching of Individuals with Hearing Impairments Including Deafness—A program that focuses on the design of educational services for children or adults with hearing impairments including deafness which adversely affect their educational performance, and that may prepare individuals to teach such students. Includes instruction in identifying students with hearing impairments, including deafness, developing individual education plans, teaching and supervising hearing-impaired students, counseling, and applicable laws and policies.

— Audiology/Hearing Sciences. (Report under 51.0202)

— Sign Language Interpretation and Translation (Report under 16.1603)

13.1004 Education/Teaching of the Gifted and Talented—A program that focuses on the design of educational services for children or adults exhibiting exceptional intellectual, psychomotor or artistic talent or potential, or who exhibit exceptional maturity or social leadership talents, and that may prepare individuals to teach such students. Includes instruction in identifying gifted and talented students, developing individual education plans, teaching and supervising gifted and talented students, counseling, and applicable laws and policies.

13.1005 Education/Teaching of Individuals with Emotional Disturbances—A program that focuses on the design of educational services for children or adults with emotional conditions which adversely affect their educational performance and that may prepare individuals to teach such students. Includes instruction in identifying students with emotional disturbances, developing individual education plans, teaching and supervising emotionally disturbed students, counseling, and applicable laws and policies.

13.1006 Education/Teaching of Individuals with Mental Retardation—A program that focuses on the design of educational services for children or adults with mental disabilities which adversely affect their educational performance and that may prepare individuals to teach such students. Includes instruction in identifying students with mental retardation, developing individual education plans, teaching and supervising mentally handicapped students, counseling, and applicable laws and policies.

13.1007 Education/Teaching of Individuals with Multiple Disabilities—A program that focuses on the design of educational services for children or adults with multiple disabilities which adversely affect their educational performance and that may prepare individuals to teach such students. Includes instruction in identifying students with multiple disabilities, developing individual education plans, teaching and supervising multiple handicapped students, counseling, and applicable laws and policies.

13.1008 Education/Teaching of Individuals with Orthopedic and Other Physical Health Impairments—A program that focuses on the design of educational services for children or adults with orthopedic and other health impairments which adversely affect their educational performance and that may prepare individuals to teach such students. Includes instruction in identifying physically disabled students, developing individual education plans, teaching and supervising students with orthopedic and other health impairments, counseling, and applicable laws and policies.

13.1009 Education/Teaching of Individuals with Vision Impairments Including Blindness—A program that focuses on the design of educational services for children or adults with visual disabilities which adversely affect their educational performance and that may prepare individuals to teach such students. Includes instruction in identifying students with visual impairments, developing individual education plans, teaching and supervising blind or visually handicapped students, counseling, and applicable laws and policies.

13.1011 Education/Teaching of Individuals with Specific Learning Disabilities—A program that focuses on the design of educational services for children or adults with specific learning disabilities which adversely affect their educational performance and that may prepare individuals to teach such students. Includes instruction in identifying students with specific learning disabilities, developing individual education plans, teaching and supervising students with specific learning disabilities, counseling, and applicable laws and policies.

13.1012 Education/Teaching of Individuals with Speech or Language Impairments—A program that focuses on the study and design of educational services for children or adults with speech and language impairments which adversely affect their educational performance and that may prepare individuals to teach such students. Includes instruction in identifying students with speech and language impairments, developing individual education plans, teaching and supervising students with speech disabilities, counseling, and applicable laws and policies.

— Speech-Language Pathology/Pathologist. (Report under 51.0203)

13.1013 Education/Teaching of Individuals with Autism—A program that focuses on the design of educational services for children or adults with autism, and that prepares individuals to teach such students. Includes instruction in identifying students with autism, developing individual education plans, teaching and supervising autistic students, counseling, and applicable laws and policies.

13.1014 Education/Teaching of Individuals Who are Developmentally Delayed—A program that focuses on the design of educational services for children or adults who exhibit slow social, physical, cognitive, or emotional growth patterns related to age, or a combination of such factors that affect learning, and that prepares individuals to teach such students. Includes instruction in identification of developmental delay patterns, developing individual education plans, teaching and supervising developmentally delayed students, counseling, and applicable laws and policies.

13.1015 Education/Teaching of Individuals in Early Childhood Special Education Programs—A program that focuses on the design and provision of teaching and other educational services to infant and pre-school age children with special learning needs or disabilities, and that prepares individuals to teach such students. Includes instruction in diagnosing learning disabilities, developing individual education plans, teaching and supervising special education students, special education counseling, and applicable laws and policies.

13.1016 Education/Teaching of Individuals with Traumatic Brain Injuries—A program that focuses on the design of educational services for children or adults who are surviving and recovering from brain and brain stem injuries affecting their cognitive, perceptive, and motor functions. Includes instruction in neurophysiology and neuropathology; speech, other sensory, and motor pathologies; emotional and cognitive disabilities; physical and occupational rehabilitation techniques; developing individual education plans, teaching and supervising brain-injured students, counseling, and applicable laws and policies.

13.1099 Special Education and Teaching, Other—Any instructional program in special education not listed above.

13.11 Student Counseling and Personnel Services—Instructional content for this group of programs is defined in codes 13.1101- 13.1199.

13.1101 Counselor Education/School Counseling and Guidance Services—A program that prepares individuals to apply the theory and principles of guidance and counseling to the provision of support for the personal, social, educational, and vocational development of students, and the organizing of guidance services within elementary, middle and secondary educational institutions. Includes instruction in legal and professional requirements, therapeutic counselor intervention, vocational counseling, and related sociological and psychological foundations.

13.1102 College Student Counseling and Personnel Services—A program that focuses on the organization and provision of counseling, referral, assistance and administrative services to students in postsecondary educational institutions and adult education facilities, and that may prepare individuals to function as professional counselors in such settings. Includes instruction in applicable laws and policies, residential counseling and services, vocational counseling and placement services, remedial skills counseling, and therapeutic counselor intervention.

13.1199 Student Counseling and Personnel Services, Other—Any instructional program in student counseling and personnel services not listed above.

13.12 Teacher Education and Professional Development, Specific Levels and Methods—Instructional content for this group of programs is defined in codes 13.1201- 13.1299.

13.1201 Adult and Continuing Education and Teaching—A program that prepares individuals to teach adult students in various settings, including basic and remedial education programs, continuing education programs, and programs designed to develop or upgrade specific employment-related knowledge and skills.

13.1202 Elementary Education and Teaching—A program that prepares individuals to teach students in the elementary grades, which may include kindergarten through grade eight, depending on the school system or state regulations. Includes preparation to teach all elementary education subject matter.

13.1203 Junior High/Intermediate/Middle School Education and Teaching—A program that prepares individuals to teach students in the middle, intermediate or junior high grades, which may include grades four through nine by regulation.

13.1204 Pre-Elementary/Early Childhood/Kindergarten Teacher Education. (Deleted, Report under 13.1209 or 13.1210)

13.1205 Secondary Education and Teaching—A program that prepares individuals to teach students in the secondary grades, which may include grades seven through twelve, depending on the school system or state regulations. May include preparation to teach a comprehensive curriculum or specific subject matter.

13.1206 Teacher Education, Multiple Levels—A program that prepares individuals to teach students at more than one educational level, such as a combined program in elementary/secondary, early childhood/elementary, elementary/middle school, or junior high/high school teacher education.

13.1207 Montessori Teacher Education—A program that prepares individuals to teach students at various grade levels according to the pedagogical principles and methods developed by Maria Montessori and her followers.

13.1208 Waldorf/Steiner Teacher Education—A program that prepares individuals to teach students at various grade levels according to the pedagogical principles and methods developed by Rudolf Steiner and his followers.

13.1209 Kindergarten/Preschool Education and Teaching—A program that prepares individuals to teach students in formal settings prior to beginning regular elementary school, usually ranging in age from three to six years (or grade one), depending on the school system or state regulations. Includes preparation to teach all relevant subject matter.

13.1210 Early Childhood Education and Teaching—A program that prepares individuals to teach students ranging in age from infancy through eight years (grade three), depending on the school system or state regulations. Includes preparation to teach all relevant subject matter.

13.1299 Teacher Education and Professional Development, Specific Levels and Methods, Other—Any instructional program in teacher education and professional development not listed above.

13.13 Teacher Education and Professional Development, Specific Subject Areas—Instructional content for this group of programs is defined in codes 13.1301- 13.1399.

13.1301 Agricultural Teacher Education—A program that prepares individuals to teach vocational agricultural programs at various educational levels.

— Agriculture, General. (Report under 01.0000)

13.1302 Art Teacher Education—A program that prepares individuals to teach art and art appreciation programs at various educational levels.

— Art/Art Studies, General. (Report under 50.0701)

13.1303 Business Teacher Education—A program that prepares individuals to teach vocational business programs at various educational levels.

— BUSINESS MANAGEMENT, MARKETING AND RELATED SUPPORT SERVICES.
(Report under 52. Series)

13.1304 Driver and Safety Teacher Education—A program that prepares individuals to teach driver and safety education programs at various educational levels.

13.1305 English/Language Arts Teacher Education—A program that prepares individuals to teach English grammar, composition and literature programs at various educational levels.

— English Language and Literature, General. (Report under 23.0101)

13.1306 Foreign Language Teacher Education—A program that prepares individuals to teach foreign languages programs at various educational levels, other than French, German or Spanish.

— Foreign Languages and Literatures, General. (Report under 16.0101)

13.1307 Health Teacher Education—A program that prepares individuals to teach health education programs at various educational levels.

— Health and Physical Education, General. (Report under 31.0501)

13.1308 Family and Consumer Sciences/Home Economics Teacher Education—A program that prepares individuals to teach vocational home economics programs at various educational levels.

— FAMILY AND CONSUMER SCIENCES/ HUMAN SCIENCES. (Report under 19. Series.)

— Family and Consumer Sciences/Human Sciences, General. (Report under 19.0101)

13.1309 Technology Teacher Education/Industrial Arts Teacher Education—A program that prepares individuals to teach technology education/industrial arts programs at various educational levels.

13.1310 Sales and Marketing Operations/Marketing and Distribution Teacher Education—A program that prepares individuals to teach vocational sales and marketing operations/marketing and distributive education programs at various educational levels.

— Sales, Merchandising, and Marketing Operations. (Report under appropriate code in 52. Series)

13.1311 Mathematics Teacher Education—A program that prepares individuals to teach mathematics programs at various educational levels.

— MATHEMATICS. (Report under 27. Series)

13.1312 Music Teacher Education—A program that prepares individuals to teach music and music appreciation programs at various educational levels.

— Music. (Report under 50.09 Series)

13.1314 Physical Education Teaching and Coaching—A program that prepares individuals to teach physical education programs and/or to coach sports at various educational levels.

— Health and Physical Education, General. (Report under 31.0501)

13.1315 Reading Teacher Education—A program that prepares individuals to diagnose reading difficulties and to teach reading programs at various educational levels.

13.1316 Science Teacher Education/General Science Teacher Education—A program that prepares individuals to teach general science programs, or a combination of the biological and physical science subject matter areas, at various educational levels.

— Biological and Physical Sciences. (Report under 30.0101)

13.1317 Social Science Teacher Education—A program that prepares individuals to teach specific social science subjects and programs at various educational levels.

— Psychology, General. (Report under 42.0101)

— Anthropology. (Report under 45.0201)

— Archaeology. (Report under 45.0301)

— Economics, General. (Report under 45.0601)

— Political Science and Government, General. (Report under 45.1001)

— Sociology. (Report under 45.1101)

13.1318 Social Studies Teacher Education—A program that prepares individuals to teach general social studies programs at various educational levels.

— Social Sciences, General. (Report under 45.0101)

13.1319 Technical Teacher Education—A program that prepares individuals to teach specific vocational technical education programs at various educational levels.

— Forest Production and Processing. (Report under 03.05 Series)

— ENGINEERING TECHNOLOGIES/TECHNICIANS. (Report under 15. Series)

— SCIENCE TECHNOLOGIES. (Report under 41. Series)

13.1320 Trade and Industrial Teacher Education—A program that prepares individuals to teach specific vocational trades and industries programs at various educational levels.

— PERSONAL AND CULINARY SERVICES. (Report under 12. Series)

— SECURITY AND PROTECTIVE SERVICES. (Report under 43. Series)

- CONSTRUCTION TRADES. (Report under 46. Series)
- MECHANICS AND REPAIR TECHNOLOGIES/TECHNICIANS. (Report under 47. Series)
- PRECISION PRODUCTION. (Report under 48. Series)
- TRANSPORTATION AND MATERIALS MOVING. (Report under 49. Series)
- VISUAL AND PERFORMING ARTS. (Report under 50. Series)

13.1321 Computer Teacher Education—A program that prepares individuals to teach computer education programs at various educational levels.

- Computer and Information Sciences, General. (Report under 11.0101)

13.1322 Biology Teacher Education—A program that prepares individuals to teach biology programs at various educational levels.

- Biology/Biological Sciences, General. (Report under 26.0101)

13.1323 Chemistry Teacher Education—A program that prepares individuals to teach chemistry programs at various educational levels.

- Chemistry, General. (Report under 40.0501)

13.1324 Drama and Dance Teacher Education—A program that prepares individuals to teach drama and/or dance programs at various educational levels.

- Dance. (Report under 50.0301)
- Drama/Theatre Arts, General. (Report under 50.0501)

13.1325 French Language Teacher Education—A program that prepares individuals to teach French language programs at various educational levels.

- French Language and Literature. (Report under 16.0901)
- Teaching French as a Second or Foreign Language. (Report under 13.1402)

13.1326 German Language Teacher Education—A program that prepares individuals to teach German language programs at various educational levels.

- German Language and Literature. (Report under 16.0501)

13.1327 Health Occupations Teacher Education—A program that prepares individuals to teach specific vocational health occupations programs at various educational levels.

- Mental and Social Health Services. (Report under 51.15 Series)
- Dental Services. (Report under 51.06 Series)
- Health and Medical Administrative Services. (Report under 51.07 Series)
- Allied Health and Medical Assisting Services. (Report under 51.08 Series)

— Allied Health and Medical Diagnostic and Treatment Services. (Report under 51.09 Series)

— Clinical/Medical Laboratory Science & Allied Professions. (Report under 51.10 Series)

— Nursing. (Report under 51.16 Series)

— Health Aides/Attendants/Orderlies. (Report under 51.26)

13.1328 History Teacher Education—A program that prepares individuals to teach history programs at various educational levels.

— HISTORY. (Report under 54. Series)

13.1329 Physics Teacher Education—A program that prepares individuals to teach physics programs at various educational levels.

— Physics. (Report under 40.08 Series)

13.1330 Spanish Language Teacher Education—A program that prepares individuals to teach Spanish language programs at various educational levels.

— Spanish Language and Literature. (Report under 16.0905)

13.1331 Speech Teacher Education—A program that prepares individuals to teach speech and language arts programs at various educational levels.

— Speech and Rhetorical Studies. (Report under 23.1001)

13.1332 Geography Teacher Education—A program that prepares individuals to teach geography at various grade levels.

— Geography. (Report under 45.0701)

13.1333 Latin Teacher Education—A program that prepares individuals to teach Latin at various grade levels.

13.1334 School Librarian/School Library Media Specialist—A program that prepares individuals to serve as librarians and media specialists in elementary and secondary schools as well as special instructional centers.

13.1335 Psychology Teacher Education—A program that prepares individuals to teach general psychology at the secondary school level.

— Educational Psychology. Report under 42.1801

— Psychology. Report under 42. Series (Note: programs preparing teachers to teach at the postsecondary level should be reported utilizing the appropriate codes in Series 42 (Psychology programs).

13.1399 Teacher Education and Professional Development, Specific Subject Areas, Other—Any instructional program in teacher education, specific academic and vocational programs not listed above.

13.14 Teaching English or French as a Second or Foreign Language—Instructional content for this group of programs is defined in codes 13.1401- 13.1499.

13.1401 Teaching English as a Second or Foreign Language/ESL Language Instructor—A program that focuses on the principles and practice of teaching English to students who are not proficient in English or who do not speak, read or write English, and that may prepare individuals to function as teachers and administrators in such programs.

13.1402 Teaching French as a Second or Foreign Language—A program study that focuses on the principles and practice of teaching French to students who are not proficient in French or who do not speak, read, or write French, and prepares individuals to serve as teachers and administrators.

13.1499 Teaching English or French as a Second or Foreign Language, Other—Any program in teaching English or French as a second or foreign language not listed above.

— Bilingual, Multilingual and Multicultural Education. (Report under 13.0201 or 13.0202)

13.15 Teaching Assistants/Aides—Instructional content for this group of programs is defined in codes 13.1501- 13.1599.

13.1501 Teacher Assistant/Aide—A program that prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. Includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons and carrying out related assignments.

13.1502 Adult Literacy Tutor/Instructor—A program that prepares individuals to serve as instructors and mentors for adults in basic or functional literacy programs in school, institutional, community, and private settings.

13.1599 Teaching Assistants/Aides, Other—Any teaching assistant/aide program not listed above.

13.99 Education, Other. Instructional content is defined in code 13.9999.

13.9999 Education, Other. Any instructional program in education not listed above.

Appendix H

JOB CLASSIFICATION

Appendix H provides information in reference to Data Element 5010 “Job Classification.” Included in this appendix are terms that are used to describe the duties and responsibilities of a staff position. This data element has two or more levels of options that are coded with four-digit numbers to better clarify the logical hierarchy of the options.

5010 **Job Classification**—A description of the specific group of duties and responsibilities of a position.

0100 Official-administrative—Performs management activities that require developing broad policies and executing those policies through direction of individuals at all levels. This includes high-level administrative activities performed directly for policy makers.

0101 Administrative/supervisory/ancillary services officer—Performs professional management, administrative, research, analytical, supervisory, and/or ancillary services for a senior executive. This includes personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development, admissions and recruitment, marketing and development.

0102 Board of education/school board/board of trustees member—Performs activities as a member of a legally constituted body which has been created and vested with responsibilities for educational policy- and decision-making as specified in education codes and regulations in a given geographical area.

0103 Commandant of cadets—Performs executive management functions of the cadet corps, and is responsible for cadet promotions, leadership training, and the system utilized by the institution to maintain and administer disciplinary measures to promote order and decorum.

0104 Dean/dean of instructions/dean of students/dean of boys/dean of girls/dean of student activities—Oversees either academic/curriculum activities, or, student body activities and behaviors such as student government, school club, rally and assembly.

0105 Deputy/associate/vice-/assistant principal—Performs high-level executive management functions in an individual school, group of schools, or units of a school system. Primary duties include but are not limited to: 1) supervising student behavior; 2) handling specific assigned duties related to school management; 3) continuing curriculum and staff development; 4) working cooperatively with professional staff; 5) providing leadership in the instructional program; and 6) coordinating and/or arranging class schedule.

0106 Deputy/associate/assistant superintendent/ commissioner—Performs high-level executive management functions for a superintendent in the areas of personnel, instruction, and/or administration such as business, transportation, food services, maintenance, operation, facility management/planning, and others. Such an assignment also includes performing the duties of the superintendent in his or her absence as assigned or designated.

0107 Executive assistant—Performs professional activities assisting an executive officer in directing and managing the functions of a school or system.

0108 Instructional program director/coordinator/consultant—Coordinates, manages (including supervising other certified individuals), or directs activities and/or services (e.g., vocational education and special education) within an instructional program or area of instruction.

0109 Manager—Directs individuals and manages functional supporting services (e.g., financial aid) under the direction of a senior staff member. This includes directors/managers of purchasing agents, physical plant maintenance, management information and technology services, business managers, budget managers, and psychological services.

0110 Non-instructional program director/coordinator/consultant—Coordinates, manages (including supervising other certified individuals), or directs activities and/or services within a non-instructional program.

0111 Ombudsperson—Receives and investigates complaints made by individuals against alleged abuses resulting from capricious acts by administrative officials. The ombudsman usually works for the board of education in a quasi-official status.

0112 Principal/headmaster/headmistress/head of school—Performs the highest level of executive management functions in an individual school, a group of schools, or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant, selection and evaluation of professional and support staff, and the coordination of staff and student activities.

0113 School president—Implements short and long-range plans; performs recruitment, community relations, fund-raising, and other external functions; in some cases, supervises principal and establishes institutional operation philosophy to follow Board policy.

0114 School site council member—Performs activities as a member of an advisory body which has been created by state legislation to provide for an individual school advice/support on various school activities such as fund spending on a particular program.

0115 Superintendent/commissioner—Serves as the chief executive officer and primary advisor to the board of education. Responsibilities include overseeing the development of educational programs and all other activities which impact on those programs.

0200 Professional-educational—Performs duties requiring a high degree of knowledge and skills generally acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education, educational psychology, educational social work, or an education therapy field.

0201 Athletic coach—Instructs individuals in the fundamentals of a competitive sport and direct team or individual strategy.

0202 Behavioral management specialist—Performs analysis of students' inappropriate behaviors, devises interventions to change such behaviors, and monitors behavior improvement progress overtime.

0203 Counselor—Guides individuals, families, groups, and communities by assisting them in problem-solving, decision-making, discovering meaning, and articulating goals related to personal, educational, and career development.

0204 Curriculum specialist—Develops or supervises curriculum and instructional development activities. This assignment requires expertise in a specialized field and includes the curriculum consultant and curriculum supervisor.

0205 Education diagnostician—Diagnoses students who might need special education services and/or other educational interventions.

0206 Librarian/media consultant—Develops plans for and manage the use of teaching and learning resources, including the maintenance of equipment, content material, services, multi-media, and information sources.

0207 Remedial specialist—Performs activities concerned with developing specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.

0208 Student activity advisor/non-athletic coach—Instructs individuals in the fundamentals of a non-athletic activity and develops training and competition schedules.

0209 Student teacher—Provides learning experiences and care to students under the supervision of a certified teacher as part of a formalized higher education program of teacher preparation.

0210 Teacher—Provides instruction, learning experiences, and care to students during a particular time period or in a given discipline.

0211 Teacher trainer—Provides instruction, learning experiences, and/or professional development activities to teachers during a particular time period or in a given discipline.

0212 Teaching intern—Provides instruction, learning experiences, and care to students while obtaining the necessary knowledge and skills in education and/or educational psychology.

0213 Resource teacher—Assists a classroom teacher by providing services to enrich the instruction of the students with special education needs.

0300 Professional-other—Performs assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) but not necessarily requiring skills in the field of education.

0301 Accountant—Designs and maintains financial, staff, student, program, or property records; summarizes, analyzes, audits, or verifies such records; and/or controls and certifies expenditures and receipts.

0302 Accreditation officer—Reviews and evaluates an organizational unit to certify the observation of legal requirements or prescribed standards for the operation of such units.

0303 Administrative intern—Performs administrative activities as part of a formal training program requiring supervision and periodic evaluation.

0304 Admissions officer—Examines academic records of students to determine eligibility for graduation or for entrance to school.

0305 Analyst—Examines, evaluates, and makes recommendations in such areas as cost, systems, curriculum, educational sectors, or other areas including management, research and assessment, policy, budget, and personnel.

0306 Architect—Performs activities such as designing and preparing plans and specifications for the construction, remodeling, or repair of buildings and facilities, modification of site, and overseeing the construction to ensure compliance with plans and specifications.

0307 Athletic trainer—Coordinates and implements training activities for athletes to improve their athletic performance.

0308 Attendance officer—Monitors compulsory attendance laws.

0309 Audiologist—Provides services including: 1) identification of individuals with hearing loss; 2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip-reading), hearing evaluation, and speech conservation; 4) creation and administration of programs for prevention of hearing loss; 5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and 6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.

0310 Auditor—Performs activities concerned with examining, verifying, and reporting on accounting records.

0311 Benefits specialist—Organizes and provides information to employees about organizational fringe benefits.

0312 Campus minister/chaplain (clergy or layperson)—Performs religious functions in a school.

0313 Caseworker—Counsels and aids individuals and families requiring assistance of social service agencies and secures information on factors contributing to a clients situation. Counsels clients regarding plans for meeting needs and aids clients in mobilizing capacities and environmental resources to improve social functioning.

0314 Computer programmer—Prepares sets of instructions for a computer, based on project specifications, in order to solve problems.

0315 Computer systems analyst—Analyzes user requirements, procedures, and problems in processing or to improve and/or modify an existing computer system.

0316 Curator and archivist—Collects, classifies, preserves, and exhibits objects of interest in such fields as science, literature, history and art.

0317 Dental hygienist—Performs dental prophylactic treatments and instructs patients in the care of the teeth and mouth.

0318 Dentist—Diagnoses and treats diseases, injuries, and malformations of the teeth and gums.

0319 Dietitian/nutritionist—Plans and directs food service menu preparation including determining the nutritional value of food for meals.

0320 Engineer—Applies scientific and mathematical principles to practical ends such as the design, construction, and operation of efficient and economical structures, equipment, and systems.

0321 Evaluator—Determines the value or effect of plans, programs, and activities by appraisal of data and activities in light of specified goals and objectives (e.g. personnel evaluator).

0322 Family/community support coordinator—Fosters ties between the school, the family, and/or community by conducting services such as family education, the integration of community services, and/or direct intervention as needed.

0323 Financial aid officer—Reviews and assesses student applications for financial aid programs such as loans, grants-in-aid, or scholarships, in order to make determinations concerning assistance.

0324 Functional application support specialist—Assists individual computer users in a mini- or micro-computer [e.g., personal computer (PC)] environment to resolve hardware and software issues.

0325 Grant developer—Expands opportunities to obtain funds from outside parties in exchange for completion of a task.

0326 Historian—Prepares a chronological account or record of past or current events dealing with some phase of human activity, either in terms of individuals, social, ethnic, political, or geographic groupings.

0327 Internal auditor—Verifies account records, including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.

0328 Interpreter—Translates consecutively or instantaneously from one language into another language using spoken and/or manual words (e.g., sign language interpreter).

0329 Lawyer—Practices law and performs such activities as conducting lawsuits, drawing up legal documents, and advising on legal rights.

0330 Legislative liaison—Coordinates with the legislature in the preparation of legislation, provides information to legislative committees and members, and testifies before such bodies.

0331 Negotiator—Performs such activities as resolving labor/management problems and helping to settle disputes and effect compromises. This includes representatives of either management or labor (e.g., shop stewards).

0332 Network administrator—Coordinates the inputs, outputs, and use of computer networks (e.g., local area networks (LAN) and wide area networks (WAN)).

0333 Nurse Practitioner—Performs the functions of a registered nurse either independently, or dependently with a written agreement of a medical doctor.

0334 Occupational therapist—Provides services that address the functional needs of an individual related to the following: 1) improving developing or restoring functions impaired or lost through illness, injury, or deprivation; 2) improving ability to perform

tasks for independent functioning when functions are impaired or lost; 3) preventing through early intervention, initial or further impairment or loss of function. The provider of these services is a certified, licensed, or otherwise qualified individual.

0335 Ophthalmologist—Provides specialized services in the care of the eye and its related structures.

0336 Optometrist—Treats optical and muscle defects of the eye without the use of drugs or surgery.

0337 Personnel officer/specialist—Performs activities concerned with staff recruitment, selection, training, and assignment. This includes maintaining staff records, working with administrators in developing pension and insurance plans, and maintaining employer-employee harmony and efficiency through negotiations and internal public relations efforts.

0338 Physical therapist—Facilitates remediation and compensation for deficits in foundation skills necessary for classroom and/or basic job performance, particular areas of emphasis include gross motor skills, functional mobility and gait, musculoskeletal alignment, strength, endurance, and positioning. Typical responsibilities include: screening, evaluation, and assessment of children to identify movement dysfunction; obtaining, interpreting, and integrating information appropriate to program planning, to prevent or alleviate movement dysfunction and related functional problems; and providing individual and group services to treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems. The provider of these services is a licensed, certified, or otherwise qualified professional.

0339 Physician—Diagnoses and treats diseases and disorders of the human body.

0340 Physician assistant—Provides health care services to patients under the direction and responsibility of a physician.

0341 Planning specialist—Performs activities concerned with selecting or identifying the goals, priorities, objectives, and projected trends of an organization and formulating the courses of action necessary to fulfill these objectives.

0342 Psychiatrist—Diagnoses and treats diseases and disorders of the mind.

0343 Psychologist—Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.

0344 Public relations/informational services officer—Attempts to foster good relations between an organization and the public as a whole, by planning and conducting programs to disseminate accurate information through such media as newspapers, radio and television, public forums, and civic activities, and by reviewing material for and directing preparation of publications.

0345 Recreational therapist—Plans, organizes, and directs medically-approved recreation programs for patients. Activities include sports, trips, dramatics, social activities, and arts and crafts.

0346 Recreation worker—Conducts group recreation activities; organizes and promotes activities such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members.

0347 Registered nurse—Conducts a health service program at a school or system for the evaluation, improvement and protection of the health of students and school personnel in accordance with state law and local policies and procedures.

0348 Registrar—Coordinates and directs registration activities, including the compilation and analysis of registration data for administrative use.

0349 Rehabilitation counselor—Provides services in individual or group sessions that focus specifically on career development, employment preparation, achieving independence, and integration in the workplace and community of a student with a disability. The provider of these services is a certified, license, or otherwise qualified professional. The term also includes vocational rehabilitation services provided to students with disabilities by vocational rehabilitation programs funded under the Rehabilitation Act of 1973, as amended.

0350 Research and development specialist—Performs activities concerned with systematic study and investigation using the products of research and judgement to improve programs.

0351 Respiratory therapist—Administers respiratory therapy care and life support to patients with deficiencies and abnormalities of the cardiopulmonary system, under the direction and responsibility of a physician.

0352 Social worker—Provides social services for clients who may be individuals, families, groups, communities, organizations, or society in general. Typical responsibilities include: 1) preparing a social or developmental history on a student with disabilities; 2) group and individual counseling with a student and his or her family; 3) working with those problems in a student's living situation (home, school, and community) that affect adjustment in school; 4) mobilizing school and community resources in order to enable the student to receive maximum benefit from his or her educational program; and 5) other related services as necessary. The provider of these services are certified, licensed, or otherwise qualified professionals.

0353 Speech pathologist/therapist—Diagnoses communicative disorders, plans, directs and participates in individual or group therapy sessions which focus on the remediation of specific articulation problems including: 1) identification of children with speech or language impairments; 2) diagnosis and appraisal of specific speech or language impairments; 3) referral for medical or other professional attention necessary for the habilitation of speech or language impairments; 4) provision of speech and language services for the habilitation or prevention of communicative impairments; and 5) counseling and guidance of parents, children, and teachers regarding speech and language requirements. The provider of these services are certified, licensed, or otherwise qualified professionals.

0354 Staff developer/teacher trainer—Plans, coordinates, and implements inservice training activities that help individuals to identify future career options and improve skills necessary to achieve them.

0355 Statistician—Plans surveys and collects, summarizes, and interprets numerical data, applying statistical theory and methods to provide usable information.

0356 Student personnel officer—Works with the family, school, and community to determine the cause of and provide solutions for students who are experiencing serious attendance, academic and/or discipline problems in order to promote positive educational development.

0357 Tax assessor/collector—Provides services in the assessment of real and personal property for tax computation purposes and in the collection of taxes for the school or system.

0358 Transition coordinator—Provides services that: 1) strengthen and coordinate special programs and related services for individuals with special needs, including students with disabilities, who are currently in school or have recently left school and may benefit from assistance during the transition to postsecondary education, vocational training, competitive employment (including supported employment), continuing education or adult services; 2) stimulate the improvement and development of programs for secondary special education; and/or 3) stimulate the improvement of vocational and life skills to enable students with special needs to be better prepared for transition to adult life and services.

0359 Translator—Expresses in another language systematically to retain the original sense, primarily of written works.

0360 Volunteer coordinator—Oversees and coordinates the activity of individuals who enter into positions without the promise of compensation.

0361 Work study coordinator—Plans and conducts special education work-study programs. He or she confers with school and community personnel to impart information about program and to coordinate program functions with related activities.

0362 Writer/editor—Writes original prose materials and reviews manuscripts for distribution and/or publication.

0363 Mediator/intervention specialist—Specializes in serving as a third party to help resolve disputes between individuals and/or organizations.

0400 Paraprofessionals—Works alongside and assists professional individuals.

0401 Assistant counselor—Assists students, parents, teachers, or other staff, under the supervision or direction of a counselor, by helping individuals make plans and decisions in relation to education, career, or personal development.

0402 Bilingual aide—Assists in the instruction of students using more than one language for teaching content.

0403 Bilingual special education aide—Assists in the instruction of students in a special education program using more than one language for teaching content

0404 Career aide—Assists students in the process of choosing a profession or occupation.

0405 Child care giver—Assists in organizing and leading prekindergarten children in activities such as reading, drawing, and games.

0406 Computer aide—Assists and provides direction to computer users.

0407 Extra-curricular activity aide—Supervises school-sponsored activities that are not related to curriculum (e.g., sports), including all direct and personal services that are planned for student enjoyment.

0408 Financial aid specialist—Interviews students applying for financial aid, including loans, grants-in-aid, or scholarships, to determine eligibility for assistance.

0409 Monitor/prefect—Monitors the conduct of students in classrooms, detention halls, lunch rooms, playground, hallways, and places where alternatives to classroom instruction are provided (e.g., test sites).

0410 Library aide—Assists in the maintenance and operation of a library by aiding in the selection, ordering, cataloging, processing, and circulation of all media.

0411 Media center aide—Assists in the maintenance and operation of a media center by serving as a specialist in the organization and use of all teaching and learning resources, including hardware, content material and services.

0412 Psychologist assistant—Assists a psychologist with routine activities associated with providing psychological services.

0413 Teaching/classroom aide—Assists a teacher with routine activities associated with teaching (i.e., those activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment, and clerking).

0414 Teaching assistant—Performs the day-to-day activities of teaching students while under the supervision of a teacher. The teaching assistant does not make diagnostic or long-range evaluative decisions regarding students. This includes individuals who may or may not be certified but must have completed at least two years of formal education preparation for teaching or the equivalent in experience or training.

0415 Tutor—Provides academic instruction (e.g., in English, mathematics, and foreign language) to students requiring additional assistance outside of the classroom.

0500 Technical—Performs tasks requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately two years of postsecondary education such as that which is offered in community/junior colleges and technical institutes, or through equivalent special study and/or on-the-job training.

0501 Audiometrist—Administers audiometric (hearing acuity) screening tests while under the direction and responsibility of an audiologist or physician.

0502 Computer technician—Installs and maintains computer hard- and software equipment.

0503 Drafter—Drafts detailed drawings, such as writing diagrams, layout drawings, mechanical detail drawings, and drawings of intermediate and final assemblies, used to manufacture, assemble, install, and repair electronic components, printed circuit boards, and other equipment.

0504 Engineering aide—Assists in planning and directing operations in a technical field.

0505 Graphic artist—Plans and arranges art layouts which illustrate programs or processes for publication, demonstration, and more effective communication.

0506 Inspector—Examines the condition of equipment and buildings as they relate to safety and health the condition of new construction as it relates to specifications and codes.

0507 Licensed practical nurse—Performs auxiliary medical services, such as taking and recording temperature, pulse, and respiration rate, and giving medication under the direction and responsibility of a physician or a registered nurse.

0508 Media technologist—Maintains and programs audio, video, and other media equipment.

0509 Photographer—Uses cameras and flashbulb equipment to photograph individuals and may take exposed film to a darkroom for processing and developing.

0510 Psychometrist—Measures the intellectual, social, and emotional development of individuals through the administration and interpretation of psychological tests. These activities are usually carried out under the direction or supervision of a psychologist or a related professional.

0511 Purchasing agent—Buys supplies, equipment, and materials used in the operation of an organization.

0512 Speech language technician—Assists with the provision of speech and language services in collaboration with a speech pathologist.

0513 Supervisor—Supervises the day-to-day operations of a group of skilled, semiskilled, or unskilled workers (e.g., warehouse or garage workers). Frequently called a foreman or crew leader.

0600 Office/clerical/administrative support—Performs the activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions.

0601 Bookkeeping/accounting/auditing clerk—Keeps a systematic record of accounts or transactions and prepares statements reflecting those activities.

0602 Cashier—Collects and records payments received for items purchased.

0603 Computer operator—Operates computer and peripheral equipment to process data by entering commands using a keyboard or computer terminal.

0604 Data entry clerk—Enters information into a data processing format using data processing equipment.

0605 Dispatcher—Assigns vehicles and drivers to perform specific services and to record such information concerning vehicle movement as a school or system may require.

0606 Duplicating/photocopying assistant—Operates duplicating machines to print typewritten or handwritten documents directly from a master copy.

0607 Electrical and electronic repairers—Installs and repairs electric and electronics equipment.

0608 File clerk—Classifies records in alphabetical or numerical order or according to subject matter or other system.

0609 General office clerk—Performs such activities as preparing, transcribing, systematizing or preserving written communication and reports or operating mechanical equipment (e.g., computers, fax machines, typewriters, calculators, and word-processing equipment).

0610 Mail clerk—Routes mail, prepares outgoing materials for mailing, and maintains internal written communication systems.

0611 Messenger—Delivers messages, documents, packages, and other items to offices or departments within or outside of an organization.

0612 Office manager—Coordinates office services such as personnel, budget preparation and control, housekeeping, records control, and special management activities.

0613 Receptionist—Receives callers or visitors at the establishment, determine the nature of business, and directs callers or visitors to destinations.

0614 Records clerk—Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission, attendance) of an organization.

0615 Secretary—Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail.

0616 Stenographer—Takes dictation of correspondence, reports, and other materials in shorthand and operates a typewriter, wordprocessor, or computer to transcribe the dictated material.

0617 Stores/supplies handler—Receives, stores, and dispenses supplies, materials, and equipment.

0618 Switchboard/PBX operator—Operates a telephone switchboard and relays incoming, outgoing, and interoffice calls.

0619 Typist and wordprocessor—Operates a typewriter, computer or a wordprocessor to compile, type, revise, combine, edit, print, and/or store documents.

0700 Crafts and trades—Performs tasks requiring high manual skill level which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This assignment requires considerable judgement and a thorough and comprehensive knowledge of the processes involved in the work.

0701 Brick mason—Works with brick and similar materials in the construction, erection, and reparation of structures and fixtures.

0702 Carpenter—Constructs, erects, installs, and repairs wooden structures and fixtures.

0703 Cement mason—Works with cement and similar materials in the construction, erection, and reparation of structures and fixtures.

0704 Electrician—Plans, layouts, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment.

0705 HVAC mechanic—Services heating units, ventilation systems and air conditioners in buildings.

0706 Locksmith—Installs, repairs, rebuilds, and services mechanical or electrical locking devices using hand tools and specialized equipment.

0707 Maintenance repairers/general utility—Repairs and maintains buildings, machinery, electrical and mechanical equipment.

0708 Painter and paperhanger—Paints, varnishes, and stains or wallpaper the interior and/or exterior of buildings and fixtures.

0709 Plasterer—Applies and repairs plaster in the interior and/or exterior of buildings.

0710 Plumber—Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems.

0711 Printer—Makes copies by chemical or photographic means.

0712 Vehicle mechanic—Inspects, repairs, and maintains functional parts of mechanical equipment and machinery.

0800 Operative—Performs tasks requiring an intermediate level manual skills which can be mastered in a few weeks through limited training to operate machines. This includes bus drivers and vehicle operators.

0801 Bus driver—Drives a bus used in the service of a school or system.

0802 Other vehicle operator—Drives a vehicle such as a truck or automobile used in the service of a school or system.

0900 Laborer—Performs tasks requiring some manual skills which can be conducted with no special training. This includes individuals performing lifting, digging, mixing, loading, and pulling operations.

0901 Construction laborer—Performs any combination of duties on construction projects, usually working in utility capacity, by transferring from one task to another. Duties include measuring distances from grade stakes, signaling operators of construction equipment, and mixing concrete.

0902 Freight, stock, and materials handlers—Loads, unloads, and moves freight, stock, and other materials manually or with equipment that does not require technical skill to operate (e.g., wheel barrows, conveyor belts, etc).

0903 Garbage collector—Collects refuse in designated areas. May drive a truck and operate hoisting device that raises refuse bin into the opening of the truck body.

0904 Gardener—Works a plot of ground where herbs, fruits, flowers, or vegetables are cultivated.

0905 Groundskeeper—Maintains grounds that are owned, rented, or leased and used by a school or system. This does not include the operation of machinery requiring semi-skilled training or experience.

0906 Garage/parking-lot attendant—Patrols and monitors parking areas to prevent thefts of and from parked automobiles and collects parking fees from drivers.

0907 Vehicle washer/equipment cleaner—Washes vehicles and equipment with washing and rinsing solutions to remove debris. May manually dislodge debris from objects being washed and dry objects using a cloth or airhose.

1000 Service work—Performs tasks regardless of level of difficulty which relates to both protective and nonprotective supportive services.

1001 Bus monitor/crossing guard—Helps keep order on buses or other school or system modes of transportation. This includes traffic guards for loading buses, crossing guards for monitoring pedestrian traffic.

1002 Child care worker—Assists in implementing child care activities, including custodial functions.

1003 Cook/food preparer—Prepares and cooks foodstuffs in quantities according to menu and number of persons to be served.

1004 Custodian—Performs plant housekeeping and servicing activities consisting of the cleaning; operation of the heating, ventilating, and air-conditioning systems; and the servicing of building equipment.

1005 Dietary technician—Advises and assists personnel in public and private establishments in food services systems by making recommendations for foods that will constitute nutritionally adequate meals.

1006 Elevator operator—Transports passengers and freight between floors of a building via an elevator.

1007 Facilities maintenance worker—Inspects buildings and office areas to evaluate suitability for occupancy considering such factors as air circulation, lighting, location, and size.

1008 Food server—Serves sandwiches, salads, beverages, desserts and other kinds of food. May order items to replace stocks and collect money for purchases.

1009 Police officer—Maintains order, enforces the law, prevents and investigates crime in a school building and its surrounding areas.

1010 Resident/dormitory supervisor—Supervises a dormitory or building in which students reside.

1011 Security guard—Provides protection to individuals and safeguard the school facility.

1012 Extended day-care provider—Provides professional day-care services, whether at home or in a center, and who has satisfied any state requirement regarding those services.

9999 Other

Appendix I

PROGRAM TYPE

Included in this appendix are examples of the educational programs in which staff members are involved. They are especially useful for policy analyses (e.g., to assess school performance or planning special programs). This data element has two or more levels of options that are coded with four-digit numbers to better clarify the logical hierarchy of the options.

Program Type—The system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and/or the community.

0100 Regular education—A program that provides students from the prekindergarten level to grade 12 with learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level of students. This contrasts with that designed to improve or overcome physical, mental, social, and/or emotional disabilities.

0200 Special Education Services—A service, specially designed and at no cost to the parent/guardian, that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include specially designed instruction for students with any of the following: autism, deaf-blindness, developmental delay (to age 9), hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, and other health information.

0201 Early identification—A service that develops and implements a formal plan for identifying a disability as early as possible in a child's life.

0202 Early intervention—A service that: 1) is designed to meet the developmental needs of each child eligible under Part C of the Individuals with Disabilities Education Act (IDEA) of 1997 and the needs of the family related to enhancing the child's development; 2) is selected in collaboration with the parents; 3) is provided under public supervision by qualified personnel; 4) is in conformity with an individualized family service plan; and 5) is offered at no cost, unless federal or state law provides for a system of payments by families, including a schedule of sliding fees; and 6) meets the standards of the state.

0203 Service for individuals with autism—A service of instruction or services for students with a developmental disability significantly affecting verbal and non-verbal communication and social interaction, generally evident before age three, which adversely affects educational performance. Characteristics of autism include irregularities and impairments in communication, engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. This does not include services for children with characteristics of the disability "serious emotional disturbance."

0204 Service for individuals with deaf-blindness—A service of instruction or services for students with concomitant hearing and visual impairments which cause such severe communication and other developmental and educational problems that an individual with deaf-blindness cannot be accommodated in special education services solely for deaf or blind individuals.

0205 Service for individuals with mental retardation—A service of instruction or services for students with significantly subaverage general intellectual functioning existing concurrently with deficits in adaptive behavior that is manifested during the developmental period, which adversely affects an individual's educational performance.

0206 Service for individuals with hearing impairment—A service of instruction or services for students with either: 1) a hearing impairment which is so severe that an individual is impaired in processing linguistic information through hearing with or without amplification (which would be considered to be a state of deafness), and which adversely affects his or her educational performance; or 2) a hearing impairment whether permanent or fluctuating (which would not be considered to be a state of deafness) that adversely affects an individual's educational performance.

0207 Service for individuals with visual impairment—A service of instruction or services for students with a visual impairment which, even with correction, adversely affects an individual's educational performance. This includes service for both partially seeing and blind individuals.

0208 Service for individuals with orthopedic impairment—A service of instruction or services for students who have a severe orthopedic impairment which adversely affects an individual's educational performance. The term includes impairments caused by congenital anomaly (e.g., clubfoot or absence of some member), impairments caused by some disease (e.g., poliomyelitis or bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns which cause contractures).

0209 Service for individuals with speech or language impairment—A service of instruction or services for those students who have a communication disorder such as stuttering, impaired articulation, and language or voice impairments which adversely affect an individual's educational performance.

0210 Service for individuals with serious emotional disturbance—A service of instruction or services for: 1) those individuals exhibiting one or more of the following characteristics over a long period of time and to a marked degree, which adversely affects an individual's performance:

- a. An inability to learn that cannot be explained by intellectual, sensory, or health factors;
- b. An inability to build or maintain satisfactory interpersonal relationships with peers and teachers;
- c. Inappropriate types of behavior or feelings under normal circumstances;
- d. A general pervasive mood of unhappiness or depression; or
- e. A tendency to develop physical symptoms or fears associated with personal or work problems.

or 2) schizophrenic individuals. This does not include services for those individuals who are socially maladjusted unless it is determined that they are seriously emotionally disturbed.

0211 Service for individuals with specific learning disabilities—A service of instruction or services for those students who have a disorder in one or more of the basic psychological processes involved in understanding or in using language whether spoken or written, which may manifest itself as an imperfect ability to listen, think, read, write, spell, or perform mathematical calculations. This includes services for individuals with such conditions as perceptual impairments, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia; but does not include individuals who have learning problems which are primarily the result of visual, hearing, or motor impairments, mental retardation, emotional disturbance or environmental, cultural, or economic disadvantage.

0212 Service for individuals with multiple disabilities—A service of instruction or services for those students who have concomitant impairments (e.g., mental retardation-blind or mental retardation-orthopedic impairments) which cause such severe educational problems that an individual with multiple disabilities cannot be accommodated in special education services solely for one of the impairments. This does not include deaf-blindness.

0213 Service for individuals with traumatic brain injury—A service of instruction or services for those individuals that acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child's educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing; and speech. The term does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.

0214 Psychological service—A service that includes 1) administering psychological and educational tests, and other assessment procedures; 2) interpreting assessment results; 3) obtaining, integrating, and interpreting information about child behavior and conditions relating to learning; 4) consulting with other staff members in planning school programs to meet the special needs of children as indicated by psychological tests, interviews, and behavioral evaluations; 5) planning and managing a program of psychological services, including psychological counseling for children and parents; and 6) assisting in developing positive behavioral intervention strategies.

0215 Cross categorical—A service of instruction or services that focuses on more than one specific type of disability and in which individuals with different types of disabilities are served.

0216 Service for individuals with developmental delay—A service of instruction or services for students who are experiencing developmental delays in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development.

0299 Other—Other special education service which cannot be classified above.

0300 Vocational education—Organized educational programs offering a sequence of courses that are directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.

0301 Agriculture—A vocational program that prepares students with the knowledge, skills, and understanding necessary to enter a wide range of agriculturally related occupations.

0302 Consumer and home-making—A vocational program that prepares students with the knowledge, skills, and understanding relevant to personal, home and family life.

0303 Marketing—A vocational program that teaches about the promotion and distribution of goods and services from the producer to the consumer including appropriate utilization.

0304 Health—A vocational program that prepares students with the knowledge, skills, and understanding necessary to enter a wide range of occupations that support health professionals.

0305 Technology/industrial arts—A vocational program that prepares students with the understanding about all aspects of industry and technology. These activities include experimenting, designing, constructing, and evaluating; using tools, machines, materials; and using processes which may help individuals make informed and meaningful occupational choices, or may prepare them to enter advanced trade, industrial or technical education programs.

0306 Occupational home economics—A vocational program that prepares students with the knowledge, skills, and understanding relevant to occupational home economics.

0307 Business—A vocational program that prepares, upgrades, or retrains students for selected business occupations.

0308 Technical—A vocational program that prepares students for job opportunities in a specialized field of technology.

0309 Trade and industrial—A vocational program that prepares students for initial employment in a wide range of trade and industrial occupations.

0399 Other vocational education—Other vocational education activities that cannot be classified by the categories above.

0400 Technical preparatory—A program that offers four-year planned sequence of vocational-technical instruction beginning in the eleventh year of high school. The sequence extends through two years of postsecondary occupational education or an apprenticeship program of at least two years following secondary instruction, and culminates in a certificate or associate degree.

0500 Head Start—A federally funded child development program that provides health, educational, nutritional, social, and other services primarily to economically disadvantaged preschool children, including Indian children on federally recognized reservations, and children of migratory workers and their families; and involves parents in activities with their children so that the children will attain overall social competence. Examples of Head Start demonstration projects include Comprehensive Child Development Program, Family Service Centers, and Head Start/Public School Early Childhood Transition Projects.

0600 Even Start—A program that provides family-centered education projects which help parents become full partners in the education of their children, assists children in reaching their full potential as learners, and provides literacy training for their parents. The purpose of this program is to integrate early childhood education and adult education for parents into a program that builds on existing community resources.

0700 Migrant education—A program of instruction and services for those children who move periodically with their families from one school to another in a different geographical area in order that a parent or other member of the immediate family may secure seasonal employment.

0800 Indian education—A program of instruction and services for those children who are American Indian or Alaskan natives.

0900 Compensatory services for disadvantaged students—A program of instruction and/or services which is designed for economically disadvantaged and/or academically challenged children. Services primarily consist of educational support services, counseling, and other supplemental non-instructional support.

1000 Bilingual education program—A program of instruction and services that uses more than one language to teach a content area. Students served by this program may or may not be proficient in English.

1001 Curriculum content in native language—A program in which instruction and academic content are taught in a student's native, non-English language.

1002 Developmental bilingual education—A program in which students with the same non-English language background receive language arts and content area instruction in both the student's native language and English.

1003 Native language support—A program in which reading is initially taught in both the students' non-English home language and their second language (English) until their English is proficient enough for them to participate successfully in a regular classroom. Use of the non-English home language is phased out as regular English instruction is gradually phased in. This is also known as transitional bilingual education.

1004 Two-way bilingual education—A program in which native English-speaking and non-native-English speaking students are placed together to receive language arts and content area instruction in English and another non-English language.

1100 English as a second language (ESL) program—A program of instruction and services in which students identified as limited English proficient are placed in regular immersion instruction for most of the school day but receive extra instruction in English for part of the day. This extra help is based on a special curriculum designed to teach English as a second language and to develop the student's ability to use the English language in an academic setting. The non-English home language may or may not be used in conjunction with ESL instruction.

1101 Content ESL—A program of language development that goes beyond the teaching of basic vocabulary and grammar skills, and is designed to parallel English language instruction for native speakers in content and approach; English vocabulary and mechanics are often embedded in engaging content and/or literature.

1200 Gifted and talented—Programs that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent (often in the visual or performing arts).

1300 Cocurricular programs—A program of activities that are related to the current curriculum in which a student is enrolled. This may be any type of school-sponsored activity designed to provide opportunities to participate in experiences on an individual or group basis (at school or public events) for the improvement of skills. The following characteristics apply to cocurricular activities: 1) participation is necessary for meeting class requirements, for credit, or for graduation; 2) sessions are conducted at regular and uniform times during school hours, or may be conducted during authorized non-school hours; 3) programs are directed or supervised by instructional staff in a learning environment similar to that found in classes offered for credit; and 4) services are primarily or totally funded by school-operating funds for general instructional purposes under the direction and control of local education authorities.

1400 Athletics—School-sponsored activities, under the guidance and supervision of school staff, that provide opportunities for students to pursue various aspects of physical education.

1500 Adult/continuing education—A program of instruction provided by an adult/continuing education instructional organization for adults and youth beyond the age of compulsory school attendance.

1501 Adult basic education—A program which provides learning experiences concerned with providing the fundamentals to adults who have never attended school or who have not completed formal schooling. These individuals need knowledge and skills to raise their level of education to increase self confidence and/or self determination, to prepare for an occupation, and to function more responsibly as citizens in a democracy.

1502 Adult English as a second language—A program which provides learning experiences for adults with a non-English background to develop the English language skills necessary to successfully participate in an English-speaking environment.

1503 Advanced adult basic education—A program which provides learning experiences designed to develop the knowledge, skills, understanding, attitudes, and behavioral characteristics considered to be needed by adults who may or may not have completed formal schooling. These individuals have accepted adult roles and responsibilities and are preparing for postsecondary careers and/or postsecondary education programs.

1504 Life enrichment—A program which provides learning experiences offering skills, knowledge, and understanding designed primarily for enjoyment without regard to a vocation.

1505 Occupational—A program which provides learning experiences offering the knowledge, skills, and understanding required to prepare learners for immediate employment in an occupation or cluster of occupations.

1506 Retraining for new occupation—A program which provides learning experiences offering skills, knowledge, and understanding required for preparation for employment in a new and different occupation.

1507 Special interest—A program which provides learning experiences offering the skills, knowledge, and understanding required to prepare adults for a subordinate occupation in addition to their vocation. Such programs also are referred to as avocational programs.

1508 Upgrading in current occupation—A program which provides learning experiences offering the skills, knowledge, and understanding designed primarily to extend or update workers' competencies for occupations in which they are employed.

1509 General Educational Development (GED) preparation—A program which provides learning experiences designed to develop the knowledge, skills, and understanding required for the successful completion of the Test of General Educational Development (GED).

1599 Other adult/continuing education—Other adult/continuing education program which cannot be classified in any of the categories above

1600 Community/junior college education program—Postsecondary education institutions, commonly organized into two-year programs, which offer instruction that has usually been adapted in content, level and schedule to meet the needs of the community in which they are located. Community or junior colleges generally offer a comprehensive curriculum which includes basic liberal arts, science, occupational, general education and adult education components. The program awards an Associate of Arts (A.A.) certificate to those who successfully complete the requirements.

1700 Community services program—A program of activities which are not directly related to the provision of educational services in a school system. These include services provided to the community as a whole or some segment of the community.

1701 Civic services—A program of activities concerned with providing services to civic affairs or organizations. This includes services to parent-teacher association meetings, public forums, lectures, and civil defense planning.

1702 Community recreation—A program of activities concerned with providing recreation for the community as a whole, or for some segment of the community. This includes such staff activities as organizing and supervising playgrounds, swimming pools, and similar programs.

1703 Coordination of casework—A program of activities designed to manage the counsel and aid given to individuals and families requiring assistance of social service agencies.

1704 Custody and child care services—A program of activities pertaining to the provision of programs for the custodial care of children in residential day schools, or child care centers which are not part of, or directly related to, the instructional program, and where the attendance of the children is not included in the attendance figures for the school or school system.

1705 Public library services—A program of activities pertaining to the operation of public libraries by a school or school system, or the provision of library services to the general public through the school library. This includes such activities as budgeting, planning and augmenting the library's collection in relation to the community, and informing the community of public library resources and services.

1706 Welfare activities—A program of activities pertaining to the provision of personal needs of individuals who have been designated as needy by an appropriate governmental entity. These needs include stipends for school attendance, salaries paid to students for work performed (whether for the school, school system, or for an outside source), and for clothing, food, or other personal needs.

1799 Other community services—Other community services program provided to the community which cannot be classified above.

1800 Substance abuse education/prevention—A program that provides a variety of services including: 1) individual, group, and/or family counseling; 2) knowledge and skill-enhancing activities; and 3) structured groups that focus on family dynamics, problem solving, self-esteem, and/or similar issues. These programs care for students who are at risk of drug abuse, for example, those who are currently in an experimental stage (light use), who have family members or peer groups who use alcohol or drugs, or who have behavioral, emotional, or other problems at home, in school, in the community, or with the criminal justice system. Substance abuse education programs also offer presentations about the risks of substance use to students at their schools as well as in various other community settings.

1900 Student retention—A program that develops and implements educational strategies and practices including special instructional methods and materials to encourage students to remain in school and complete their elementary and secondary education.

2000 Extended day/child care services—A program that provides custodial care of students enrolled in a school or system before school day starts and/or after a school day ends.

2100 Counseling services—A program that helps a student to better identify his or her perceived educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; use his or her abilities in formulating realistic plans; and achieve satisfying personal and social development.

2200 Immigrant education—A program of instruction and services designed and implemented especially for those children who have immigrated to the United States.

2300 College preparatory—A program that provides learning experiences that focus primarily on knowledge and skills considered to be needed by students desiring further education in postsecondary education. These experiences are usually achieved in secondary education.

2400 International Baccalaureate—A program established to provide an internationally recognized, interdisciplinary, pre-collegiate course of study. Its curriculum is designed to qualify students, especially those who are internationally mobile, for college admission. Upon completion of this program, a student may receive an International Baccalaureate diploma.

2500 Magnet/Special Program Emphasis—A school within the public education system that has been designed: 1) to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing, or eliminating racial isolation; and /or 2) to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).

2600 Alternative education—An instructional program that: 1) addresses needs of students which cannot typically be met in a regular school/program; 2) provides nontraditional education; 3) serves as an adjunct to a regular school; and 4) falls outside of the categories of regular, magnet/special program emphasis, special, or vocational/technical education.

2700 Library/media services—A program that provides library and media services to students and school staffs. Services include selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials; furnishing reference and bibliographical services; selecting music, films, or other audio-visual materials for programs.

2800 Health services—A program that provides physical and mental health services which are not direct instruction, including medical, dental, and nursing services provided for students.

2900 Remedial education—A program that is designed to develop specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.

3000 School-To-Work Opportunities—A program that meets the system components which: 1) integrates work-based and school-based learning; 2) integrates occupational and academic learning; 3) provides linkages between secondary education and postsecondary education/job opportunity; and 4) is a partnership involving participation of educators, employers, governments, local communities, and other public or private organizations. The purpose of this program is to assist youths in making effective transitions from school to career-oriented work. Program examples include tech-prep education, career academies, youth apprenticeships, cooperative education, school-to-apprenticeship, business-education compacts, and school-sponsored enterprises.

3100 Service learning—A program that is designed to help students develop a deeper understanding of academic subjects through participation in meaningful service to their school or community.

9999 Other—Other programs which cannot be classified above.

Appendix J

LIST OF REGULATED OCCUPATIONS AND PROFESSIONS EXCEPT SCHOOL TEACHERS¹

0010	Abstractor	0470	Bail Bond Runner
0020	Accountant, Certified Public	0480	Bail Bond Permittee
0030	Accountant, Chartered	0490	Bail Solicitor
0040	Accountant, General	0500	Bait Dealer
0050	Accountant, Management	0510	Barber
0060	Accountant, Public	0520	Barber Apprentice
0070	Accounting Practitioner	0530	Barber Instructor
0080	Acupuncture Assistant	0540	Barber Student
0090	Acupuncturist	0550	Barber Technician
0100	Adult Care Home, Manager	0560	Beekeeper
0110	Agrologist	0570	Blaster
0120	Alligator Parts Dealer	0580	Boiler Engineer
0130	Ambulance Attendant	0590	Boiler Inspector
0140	Ambulance Driver	0600	Boiler Installer
0150	Applied Science Technician	0610	Boiler Maker
0160	Applied Science Technologist	0620	Boiler Operator
0170	Appraiser, Public	0630	Boiler Repairer
0180	Arborist	0640	Boiler Welder
0190	Architect	0650	Boxer
0200	Architecture Student	0660	Boxing Announcer
0210	Armored Car Personnel	0670	Boxing Judge
0220	Art Therapist	0680	Boxing Manager
0230	Artificial Inseminator of Animals	0690	Boxing Matchmaker
0240	Asbestos Abatement Air Monitor	0700	Boxing Physician
0250	Asbestos Abatement Consultant	0710	Boxing Promoter
0260	Asbestos Abatement Field Technician	0720	Boxing Referee
0270	Asbestos Abatement Inspector	0730	Boxing Second
0280	Asbestos Abatement Management Planner	0740	Boxing Timekeeper
0290	Asbestos Abatement Project Designer	0750	Boxing Trainer
0300	Asbestos Abatement Project Manager	0760	Breath Analyzer Operator
0310	Asbestos Abatement Project Monitor	0770	Breeder, Fur Bearing Animals
0320	Asbestos Abatement Supervisor	0780	Breeder, Game
0330	Asbestos Abatement Training Provider	0790	Breeder, Game Birds
0340	Asbestos Abatement Worker	0800	Breeder, Game Fish
0350	Assayer	0810	Breeder, Wild Animals & Birds
0360	Assessor	0820	Building Code Officer
0370	Athlete Agent	0830	Building Inspector
0380	Athletic Trainer	0840	Butter Grader
0390	Athletic Trainer, Apprentice	0850	Buttermaker
0400	Attorney	0860	Cemetery Real Estate Broker/Salesperson
0410	Auction Clerk	0870	Cesspool Cleaner
0420	Auction House Operator	0880	Cheese Grader
0430	Auctioneer	0890	Cheesemaker
0440	Auctioneer Apprentice	0900	Chemist
0450	Audiologist	0910	Chick Dealer
0460	Bail Bond Agent	0920	Child Care Center Administrator
		0930	Child Care Provider

¹ Source: Council on Licensure, Enforcement and Regulation website www.clearhq.org/boards.htm, P.O. Box 11910, Iron Works Pike, Lexington, KY 40578.

0940	Child Health Associate	1500	Contractor, Oilburner
0950	Chiroprapist	1510	Contractor, Ornamental Metal
0960	Chiropractic Assistant	1520	Contractor, Painting & Decorating
0970	Chiropractic Trainee	1530	Contractor, Pest Control (Structural)
0980	Chiropractor	1540	Contractor, Pesticide
0990	Clinical Laboratory Assistant	1550	Contractor, Pipefitter
1000	Clinical Laboratory Director	1560	Contractor, Pipeline
1010	Clinical Laboratory Specialist	1570	Contractor, Plastering
1020	Clinical Laboratory Supervisor	1580	Contractor, Plastering, Drywall & Acoustical
1030	Clinical Laboratory Technician	1590	Contractor, Plumbing
1040	Clinical Laboratory Technologist	1600	Contractor, Plumbing & Heating
1050	Clinical Laboratory Trainee	1610	Contractor, Plumbing, Heating & AC
1060	Collection Agency Manager	1620	Contractor, Pollutant Storage Systems
1070	Collection Agency Solicitor	1630	Contractor, Public Works
1080	Collection Agent	1640	Contractor, Pump Installation
1090	Communications Pathologist	1650	Contractor, Refrigeration
1100	Compost Operator	1660	Contractor, Residential
1110	Compressed Natural Gas Technician	1670	Contractor, Roofing
1120	Concrete Technician	1680	Contractor, Roofing, Siding & Sheet Metal
1130	Constable	1690	Contractor, Sanitary System
1140	Construction Supervisor	1700	Contractor, Security Alarm
1150	Contractor, Aerial Pesticide Applicator	1710	Contractor, Sheet Metal
1160	Contractor, Air Conditioning	1720	Contractor, Sign
1170	Contractor, Asbestos Abatement	1730	Contractor, Solar
1180	Contractor, Boiler	1740	Contractor, Specialty
1190	Contractor, Building Moving/Demolition	1750	Contractor, Specialty Electrical
1200	Contractor, Cabinet & Mill Work	1760	Contractor, Specialty Structure
1210	Contractor, Carpentry	1770	Contractor, Sprinklerfitter
1220	Contractor, Chimney Cleaning	1780	Contractor, Steel
1230	Contractor, Communications	1790	Contractor, Swimming Pool
1240	Contractor, Concrete	1800	Contractor, Terrazzo & Marble
1250	Contractor, Dewatering Well	1810	Contractor, Tile
1260	Contractor, Drywall	1820	Contractor, Tile, Marble & Mosaic
1270	Contractor, Earthwork & Paving	1830	Contractor, Tree Services
1280	Contractor, Electrical	1840	Contractor, Utility
1290	Contractor, Elevator	1850	Contractor, Water Conditioning
1300	Contractor, Engineering	1860	Contractor, Welding
1310	Contractor, Excavation	1870	Contractor, Well Drilling
1320	Contractor, Fencing	1880	Contractor, Wrecking
1330	Contractor, Fire Protection System	1890	Cosmetologist
1340	Contractor, Flooring	1900	Cosmetology Apprentice
1350	Contractor, General	1910	Cosmetology Instructor
1360	Contractor, Glass & Glazing	1920	Cosmetology Student
1370	Contractor, Hazardous Materials	1930	Cosmetology Technician
1380	Contractor, Heavy	1940	Cosmetology: Braider
1390	Contractor, Institutional	1950	Cosmetology: Cosmetician
1400	Contractor, Insulation and Acoustical	1960	Cosmetology: Esthetician
1410	Contractor, Lathing	1970	Cosmetology: Esthetician Instructor
1420	Contractor, Lead Abatement	1980	Cosmetology: Facialist
1430	Contractor, Limited Specialty	1990	Cosmetology: Make-up Artist
1440	Contractor, Liquefied Petroleum Gas	2000	Cosmetology: Manicurist
1450	Contractor, Low Voltage	2010	Cosmetology: Manicurist Instructor
1460	Contractor, Manufactured housing	2020	Cosmetology: Shampooist
1470	Contractor, Masonry	2030	Cosmetology: Wig Specialist
1480	Contractor, Mechanical		
1490	Contractor, Metal Roofing		

2040	Cotton Buyer	2600	Emergency Medical Technician (EMT)
2050	Counselor Supervisor	2610	EMT: Ambulance
2060	Counselor, Associate	2620	EMT: Cardiac
2070	Counselor, Clinical	2630	EMT: Defibrillator
2080	Counselor, Pastoral	2640	EMT: Intermediate
2090	Counselor, Professional	2650	EMT: IV
2100	Counselor, Registered Substance Abuse	2660	EMT Shock Trauma
2110	Counselor, Substance Abuse	2670	Employment Agency Manager
2120	Court/Shorthand Reporter	2680	Employment Agent
2130	Crane operator	2690	Employment Counselor
2140	Cytotechnologist	2700	Engineer Technologist
2150	Dental Assistant	2710	Engineer, Acoustical
2160	Dental Hygienist	2720	Engineer, Aeronautic/Aerospace
2170	Dental Laboratory Technician	2730	Engineer, Agricultural
2180	Dental Specialist	2740	Engineer, Architectural
2190	Dental Technician	2750	Engineer, Architectural Marine
2200	Dental Therapist	2760	Engineer, Astronautical
2210	Dentist	2770	Engineer, Ceramic
2220	Denturist	2780	Engineer, Chemical
2230	Dietetic Technician	2790	Engineer, Civil
2240	Dietician	2800	Engineer, Construction
2250	Drafter	2810	Engineer, Consulting
2260	Egg Dealer	2820	Engineer, Control Systems
2270	Egg Grader	2830	Engineer, Corrosion
2280	Egg Handler	2840	Engineer, Electrical
2290	Egg Processor	2850	Engineer, Electronic
2300	Electrical Administrator	2860	Engineer, Engineering Plastics
2310	Electrical Inspector	2870	Engineer, Environmental
2320	Electrical Sign Installer, Journeyman	2880	Engineer, Fire Protection
2330	Electrical Sign Installer, Master	2890	Engineer, Geodetic
2340	Electrician	2900	Engineer, Geological
2350	Electrician, Apprentice	2910	Engineer, Geotechnical
2360	Electrician, Elevator	2920	Engineer, Highway
2370	Electrician Helper	2930	Engineer, Hoisting
2380	Electrician, Industrial Maintenance	2940	Engineer, HVAC
2390	Electrician, Journeyman	2950	Engineer, Hydraulic
2400	Electrician, Limited	2960	Engineer, Industrial
2410	Electrician, Lineman	2970	Engineer, Instrumental
2420	Electrician, Maintenance	2980	Engineer, Manufacturing
2430	Electrician, Master	2990	Engineer, Marine
2440	Electrician, Residential	3000	Engineer, Materials
2450	Electrician, Specialty	3010	Engineer, Mechanical
2460	Electrician, Supervising	3020	Engineer, Metallurgical
2470	Electrician, Supervising Specialty	3030	Engineer, Mining
2480	Electrologist	3040	Engineer, Naval Architecture
2490	Electrology Instructor	3050	Engineer, Nuclear
2500	Electroneuromyographer	3060	Engineer, Petroleum
2510	Elevator Constructor	3070	Engineer, Plastics
2520	Elevator Inspector	3080	Engineer, Plumbing
2530	Elevator Mechanic	3090	Engineer, Professional
2540	Elevator Mechanic, Apprentice	3100	Engineer, Quality
2550	Elevator Operator	3110	Engineer, Railroad
2560	Embalmer	3120	Engineer, Refrigeration
2570	Embalmer Apprentice	3130	Engineer, Safety
2580	Embryo Transfer Technician (cattle)	3140	Engineer, Sanitary
2590	Emergency Medical Services Instructor	3150	Engineer, Structural

3160	Engineer, Systems	3720	Ginseng Grower
3170	Engineer, Textile	3730	Grain Dealer
3180	Engineer, Traffic	3740	Grain Sampler/Grader
3190	Engineer, Transportation	3750	Grain Tester
3200	Engineer-in-Training	3760	Grain Warehouse Operator
3210	Engineer/Surveyor	3770	Greyhound Racing Employee
3220	Explosives Dealer	3780	Groundwater Professional
3230	Explosives Handler	3790	Guard Dog Handler
3240	Feed Dealer	3800	Guide/Outfitter
3250	Fertilizer Dealer	3810	Hairdresser
3260	Fire Inspector	3820	Hairdresser Instructor
3270	Fire Investigator	3830	Harness Racing Driver
3280	Fire Protection Company Manager	3840	Harness Racing Employee
3290	Fire Protection System Inspector	3850	Hazardous Material Management Consultant
3300	Fire Protection System Installer	3860	Hazardous Waste Management Specialist
3310	Fire Protection Systems Seller	3870	Hazardous Waste Transporter
3320	Firefighter	3880	Health Facility Administrator
3330	Firefighter Training Instructor	3890	Health Officer, Public
3340	Fireworks Handler	3900	Health Physics Services Vendor
3350	First Responder	3910	Hearing Aid Dealer/Fitter
3360	First Responder: Defibrillation	3920	Hearing Aid Dealer/Fitter Trainee
3370	Fish Dealer	3930	Hemodialysis Technician
3380	Fish Farmer	3940	Hoisting Machinery Operator
3390	Fisher, Commercial	3950	Home Health Aide
3400	Forest Engineer	3960	Home Improvement Salesperson
3410	Forest Product Operator	3970	Home Management Provider
3420	Forester	3980	Homeopath
3430	Franchise Broker/Dealer	3990	Horse Racing Employee
3440	Frog Dealer	4000	Horse Racing Jockey
3450	Fund Raiser, Professional	4010	Horticulturist
3460	Funeral Arranger, Pre-need	4020	Hunter Education Instructor
3470	Funeral Attendant	4030	Hypnotherapist
3480	Funeral Direct Disposer	4040	Incinerator Operator
3490	Funeral Director	4050	Infra-Red Analyzer Repair Technician
3500	Funeral Director Apprentice	4060	Instructor, Guide Dogs for the Blind
3510	Funeral Director, Assistant	4070	Insurance Adjuster
3520	Funeral Director/Embalmer	4080	Insurance Adjuster/Appraiser
3530	Funeral Director/Embalmer Apprentice	4090	Insurance Administrator
3540	Funeral Service Intern	4100	Insurance Agent
3550	Funeral Service Practitioner	4110	Insurance Broker
3560	Fur Buyer	4120	Insurance Consultant
3570	Fur Dealer	4130	Insurance Escrow Officer
3580	Fur Processor	4140	Insurance Representative
3590	Fur Trapper	4150	Insurance Solicitor
3600	Gaming Employee	4160	Insurance: Financial Planner
3610	Gaming Equipment Distributor	4170	Insurance: Reinsurance Intermediary
3620	Gaming Establishment Owner	4180	Insurance: Stock Agent
3630	Gaming Manager	4190	Insurance: Surplus Lines Agent
3640	Gaming Operator	4200	Insurance: Surplus Lines Broker/Agent
3650	Gas Fitter	4210	Insurance: Third Party Administrator
3660	Geochemist	4220	Interior Designer
3670	Geologist	4230	Irrigator
3680	Geologist, Engineering	4240	Kickboxer
3690	Geophysicists	4250	Kinesiological Electromyographer
3700	Ginner, Public	4260	Labor Contractor
3710	Ginseng Dealer		

4270	Land Surveyor	4800	Milk Tank Calibrator
4280	Land Surveyor-in-Training	4810	Milk Tester
4290	Landfarming Operator	4820	Mine Belt Examiner
4300	Landfill Operator	4830	Mine Blaster
4310	Landscape Architect	4840	Mine Electrician
4320	Landscape Contractor	4850	Mine Examiner
4330	Law Enforcement Officer	4860	Mine Fire Boss
4340	Law Enforcement Training Instructor	4870	Mine Foreman
4350	Lead Abatement Supervisor	4880	Mine Hoisting Engineer
4360	Lead Abatement Training Provider	4890	Mine Inspector
4370	Lead Abatement Worker	4900	Mine Manager
4380	Lead Inspector, Environmental	4910	Mine Operator
4390	Lead Inspector-Technician, Environmental	4920	Mine Shot Firer
4400	Lead Technician, Environmental	4930	Mine Superintendent
4410	Librarian	4940	Mine Supervisor
4420	Liquefied Petroleum Gas Dealer	4950	Mine Surface Blaster
4430	Liquefied Petroleum Gas Installer/Repairer	4960	Mine Surveyor
4440	Liquefied Petroleum Gas Safety Supervisor	4970	Miner
4450	Liquefied Petroleum Gas Truck Driver	4980	Mobile Home Park Manager
4460	Livestock Agent	4990	Mobile Home Park Owner
4470	Livestock Auction Operator	5000	Money Broker
4480	Livestock Auctioneer	5010	Mortgage Banker
4490	Livestock Buyer/Broker	5020	Mortgage Lender/Broker
4500	Livestock Dealer	5030	Motor Vehicle Brake Mechanic
4510	Livestock Dealer Representative	5040	Motor Vehicle Emissions Inspector
4520	Livestock Hauler	5050	Motor Vehicle Emissions Mechanic
4530	Lobbyist	5060	Motor Vehicle Inspector
4540	Manufactured Home Broker	5070	Motor Vehicle Lamp Mechanic
4550	Manufactured Home Dealer/Salesperson	5080	Motor Vehicle Mechanic
4560	Manufactured Home Inspector	5090	Motor Vehicle Representative
4570	Manufactured Home Installer	5100	Motor Vehicle Salesperson, New
4580	Manufactured Home Mechanic	5110	Motor Vehicle Salesperson, Used
4590	Marital Mediator	5120	Municipal Auditor
4600	Marriage and Family Therapist	5130	Mussel Dealer
4610	Marriage and Family Therapist Intern	5140	Mussel Sheller
4620	Massage Therapist	5150	Naprapath
4630	Mechanical Inspector	5160	Naturopath
4640	Mechanical Journeyman	5170	Notary Public
4650	Mechanical Master	5180	Nuclear Medicine Technician
4660	Medical Assistant	5190	Nuclear Medicine Technologist
4670	Medical Physicist	5200	Nuclear Power Operator
4680	Medication Aide	5210	Nurse Anesthetist
4690	Microbiologist, Public Health	5220	Nurse Midwife
4700	Midwife, Direct Entry	5230	Nurse Practitioner
4710	Milk Dealer	5240	Nurse Specialist, Clinical
4720	Milk Distributor	5250	Nurse, Licensed Practical
4730	Milk Equipment Installer	5260	Nurse, Psychiatric
4740	Milk Gathering Plant Manager	5270	Nurse, Public Health
4750	Milk Grader/Sampler/Hauler	5280	Nurse, Registered
4760	Milk Inspector	5290	Nursery Agent
4770	Milk Laboratory Technician	5300	Nursery Dealer
4780	Milk Pasteurizer	5310	Nursery Grower
4790	Milk Processing Plant Operator	5320	Nursing Assistant
		5330	Nursing Home Administrator
		5340	Nutrition Counselor
		5350	Nutritionist

5360	Occupational Therapist	5920	Psychologist Intern
5370	Occupational Therapy Assistant	5930	Psychologist, Clinical
5380	Oculist	5940	Psychologist, Consulting
5390	Off-Track Betting Employee	5950	Pump Installer
5400	Oil Burner Technician	5960	Radiation Machine Inspector
5410	Oil Burner Technician Apprentice	5970	Radiation Therapist
5420	Optician	5980	Radiographer, Industrial
5430	Optician Apprentice	5990	Radiologic Technician
5440	Optician, Technician	6000	Radiologic Technologist
5450	Optometrist	6010	Radiology Practical Technologist
5460	Osteopath	6020	Radon Measurement Specialist
5470	Osteopath Assistant	6030	Radon Mitigation Specialist
5480	Paramedic	6040	Real Estate Appraiser
5490	Pawnbroker	6050	Real Estate Appraiser Intern
5500	Pest Control Applicator, Structural	6060	Real Estate Appraiser, Certified
5510	Pest Control Operator, Structural	6070	Real Estate Appraiser, General
5520	Pesticide Applicator	6080	Real Estate Appraiser, Registered
5530	Pesticide Applicator, Aerial	6090	Real Estate Appraiser, Residential
5540	Pesticide Dealer	6100	Real Estate Associate Broker
5550	Pesticide Operator	6110	Real Estate Auctioneer
5560	Pharmaceutical Clerk	6120	Real Estate Broker
5570	Pharmacist	6130	Real Estate Escrow Officer
5580	Pharmacy Assistant	6140	Real Estate Inspector
5590	Pharmacy Intern	6150	Real Estate Instructor
5600	Physical Therapist	6160	Real Estate Property Manager
5610	Physical Therapy Assistant	6170	Real Estate Salesperson
5620	Physician	6180	Real Estate Timeshare Salesperson
5630	Physician Assistant	6190	Recreational Therapist
5640	Pilot, Marine	6200	Reflexology Therapist
5650	Pipe Layer	6210	Refrigeration & Air Condition Technician
5660	Pipe Mechanic	6220	Refrigeration Journeyman
5670	Pipefitter, Apprentice	6230	Refrigeration Technician
5680	Pipefitter, Journeyman	6240	Refrigeration Trainee
5690	Pipefitter, Master	6250	Rehabilitation Counselor
5700	Plumber	6260	Repossessor Employee
5710	Plumber, Apprentice	6270	Repossessor Qualified Manager
5720	Plumber, Journeyman	6280	Reptile/Amphibian Collector
5730	Plumber, Master	6290	Research Animal Dealer
5740	Plumbing, Inspector	6300	Residential Care Administrator
5750	Podiatrist	6310	Residential Designer
5760	Polygraph Examiner	6320	Respiratory Care Technician
5770	Polygraph Intern	6330	Respiratory Care Trainee
5780	Pre-School Program Director	6340	Respiratory Therapist
5790	Private Investigator	6350	Sanitarian
5800	Private Investigator Agency Owner	6360	Sanitarian Intern
5810	Private Investigator Trainee	6370	School Administrator
5820	Produce Dealer	6380	School Audiologist
5830	Produce Dealers Agent	6390	School Business Official
5840	Produce Packer	6400	School Counselor
5850	Property Tax Agent	6410	School Dance Therapist
5860	Prosthetist	6420	School Guidance Counselor
5870	Psychiatric Aide	6430	School Librarian
5880	Psychological Examiner	6440	School Music Therapist
5890	Psychologist	6450	School Nurse
5900	Psychologist Assistant	6460	School Occupational Therapist
5910	Psychologist Associate	6470	School Physical Therapist

6480	School Principal	7030	Tattoo Artist
6490	School Psychologist	7040	Tax Consultant
6500	School Social Worker	7050	Tax Preparer
6510	School Speech Pathologist	7060	Taxidermist
6520	School Superintendent	7070	Travel Agent
6530	School Supervisor	7080	Tree Injector
6540	Seafood Dealer	7090	Tree Surgeon
6550	Securities Agent	7100	TV/Radio Antenna Installer
6560	Securities Broker/Dealer	7110	TV/Radio Service Dealer
6570	Securities: Agent of Issuer	7120	TV/Radio Service Technician
6580	Securities: Investment Advisor	7130	TV/Radio Service Technician Apprentice
6590	Securities: Investment Advisor Representative	7140	Underground Storage Tank Cathodic Protector
6600	Security Alarm Company Manager	7150	Underground Storage Tank Consultant
6610	Security Alarm Employee/Installer	7160	Underground Storage Tank Inspector
6620	Security Alarm Salesperson	7170	Underground Storage Tank Installer/Remover
6630	Security Guard	7180	Underground Storage Tank Reliner
6640	Security Guard Agency Operator	7190	Underground Storage Tank Repairer
6650	Security Guard Agency Owner	7200	Underground Storage Tank Site Assessor
6660	Seed Broker	7210	Underground Storage Tank Subsurface Evaluator
6670	Seed Dealer	7220	Underground Storage Tank Supervisor
6680	Seed Labeler	7230	Underground Storage Tank Tester
6690	Seed Processor	7240	Underground Storage Tank Upgrader
6700	Seed Seller	7250	Underground Storage Tank: Soil Sampler
6710	Septic Tank Installer	7260	Uniform Dwelling Code Inspector
6720	Septic Tank Pumper	7270	Urban Planner
6730	Septic Tank Site Technician	7280	Veterinarian
6740	Sewage Disposal System Installer	7290	Veterinary Euthanasia Technician
6750	Sewage Hauler	7300	Veterinary Technician
6760	Sewer/Water Apprentice	7310	Voice Stress Analyst
6770	Sewer/Water Installer	7320	Warehouser
6780	Shell Fisher	7330	Waste Disposal Inspector
6790	Shooting Preserve Operator	7340	Waste Disposal Operator
6800	Social Service Aide	7350	Wastewater Collection Operator
6810	Social Service Worker	7360	Wastewater Treatment Operator
6820	Social Work Associate	7370	Water Conditioning Installer
6830	Social Work Technician	7380	Water Distribution Operator
6840	Social Worker	7390	Water Rights Surveyor
6850	Social Worker, Clinical	7400	Water Treatment Installer
6860	Social Worker, Independent	7410	Water Treatment Operator
6870	Soil Classifier	7420	Weatherization Inspector
6880	Soil Classifier-in-Training	7430	Weighmaster
6890	Soil Scientist	7440	Weights and Measures Mechanic
6900	Soil Tester	7450	Welder
6910	Solid Fuel Burner Technician, Apprentice	7460	Well Driller
6920	Solid Fuel Burner Technician, Master	7470	Well Drilling Operator
6930	Speech Pathologist	7480	Well Monitoring Supervisor
6940	Speech Pathology Aide	7490	Well Operator
6950	Sprinklerfitter, Journeyman	7500	Wireman, Residential
6960	Sprinklerfitter, Apprentice	7510	Workers Compensation Adjuster
6970	Steam Engineer	7520	Wrestler
6980	Storage Tank Inspector	7530	Wrestling Judge
6990	Storage Tank Installer	7540	Wrestling Manager
7000	Storage Tank Installer/Remover	7550	Wrestling Matchmaker
7010	Subcontractor		
7020	Sweet Potato Dealer		

7560 Wrestling Promoter
7570 Wrestling Referee
7580 Wrestling Second
7590 Wrestling Timekeeper

7600 X-Ray Machine Servicer
7610 X-Ray Machine Operator
7620 X-Ray Technician
7630 X-Ray Technologist

Appendix K

FUNCTION TYPE

Appendix K provides information in reference to Data Element 5220 “Function Type.” Included in this appendix are examples of the educational activities purposes in which staff members are involved. This data element has two or more levels of options that are coded with four-digit numbers to better clarify the logical hierarchy of the options. The code numbers for this option list correspond to those used in *Financial Accounting for Local and State School Systems (1990)* (often referred to as *Handbook 2R²*, July 1990, available from the National Center for Education Statistics).

5260 **Function Type**—The purpose of the program activities to which an individual is assigned as related to students.

1000 Instruction—Activities which involve direct interaction between teachers and students. Instruction may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving cocurricular activities. It may also be provided through some other approved medium such as television, radio, telephone, computer and correspondence. This includes aides and classroom assistants of any type (e.g., clerks or graders) who assist in the instructional process.

2000 Support services—Services to provide administrative, technical, personal (e.g., guidance and health), and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community services and enterprise programs, rather than as entities within themselves.

2100 Student support services—Activities to assess and improve the well-being of students and to supplement the instructional process.

2110 Attendance and social work—Activities to improve student attendance at school and which attempt to prevent or solve student problems involving the home, school, and community. They also include registration activities for adult education programs.

2111 Supervision of attendance and social work—Activities to direct, manage, and supervise attendance and social work services.

2112 Attendance services—Activities to promptly identify non-attendance patterns, promote improved attitudes toward attendance, analyze causes of non-attendance, act on non-attendance problems, and enforce compulsory attendance laws.

2113 Social work services—Activities to investigate and diagnose student problems arising out of the home, school, or community; provide casework and group work services for the child, parent, or both; interpret the problems of students for other staff members; and promote modification of the circumstances surrounding the individual student which are related to his or her problem.

2114 Student accounting services—Activities to acquire and maintain records of school attendance, location of home, family characteristics, and other census data. Portions of these records become a part of the cumulative record which is sorted and stored for teacher and guidance information. These include the preparation of pertinent statistical reports.

2119 Other attendance and social work services—Other attendance and social work services which cannot be classified above.

2120 Guidance services—Activities to counsel with students and parents; consult with other staff members on learning problems; evaluate the abilities of students; assist students as they make their own educational and career plans and choices; assist students in personal and social development; provide referral assistance; and work with other staff members in planning and conducting guidance programs for students.

2121 Supervision of guidance services—Activities to direct, manage, and supervise guidance services.

2122 Counseling services—Activities to help a student to better identify his or her perceived educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities take place between one or more counselors and one or more students as counselees, between students and students, and between counselors and other staff members.

2123 Appraisal services—Activities to assess student characteristics which are used in administration, instruction, and guidance; and assist the student in assessing his or her purposes and progress in personality and career development.

2124 Information services—Activities to disseminate educational, occupational, and personal/social information to help acquaint students with the curriculum and also with educational and vocational opportunities and requirements. Such information might be provided directly to students through group activities or it might be provided indirectly to students through other staff members or parents.

2125 Record maintenance services—Activities to compile, maintain, and interpret cumulative records for individual students, including systematic consideration of such factors as home and family background, physical and medical status, standardized test results, personal and social development and school performance.

2126 Placement services—Activities to help place students in appropriate situations. These could be educational situations, part-time employment while in school, and appropriate educational and occupational situations after they leave school. These activities also help ease the students' transition from one educational experience to another. The transition may include, for example, admissions counseling, referral services, assistance with records, and follow-up communications with employers.

2129 Other guidance services—Other guidance services which cannot be classified above.

2130 Health services—Activities to provide physical and mental health services which are not direct instruction. They include activities that provide students with appropriate medical, dental, and nursing services.

2131 Supervision of health services—Activities to direct, engage, and supervise health services.

2132 Medical services—Activities to improve the physical and mental health of students such as health appraisal, including screening for vision, hearing deficiencies and communicable diseases; screening for psychiatric services; periodic health examinations; emergency injury and illness care; and communications with parents and medical officials.

2133 Dental services—Activities to perform dental screening, dental care, and orthodontic activities.

2134 Nursing services—Activities to perform nursing such as health inspection, treatment of minor injuries, and referrals for other health services.

2139 Other health services—Other health services which cannot be classified above.

2140 Psychological services—Activities concerned with administering psychological tests and interpreting the results; gathering and interpreting information about student behavior; and working with other staff members in planning school programs to meet the special needs of students as indicated by psychological tests and behavioral evaluation. They also include planning and managing a program of psychological services encompassing psychological counseling for students, staff, and parents.

2141 Supervision of psychological services—Activities to direct, manage, and supervise psychological services.

2142 Psychological testing services—Activities to administer psychological tests, standardized tests, and inventory assessments. These tests measure ability, aptitude, achievement, interests, and personality. These activities also include interpretation of these measurements for students, other staff members, and parents.

2143 Psychological counseling services—Activities to help students perceive, clarify, and solve problems of adjustment and interpersonal relationships. These activities take place between a school psychologist or other qualified individual as counselor, and one or more students as counselees.

2144 Psychotherapy services—Activities to help students to perceive, clarify, and work through emotional problems or disorders. These activities involve a therapeutic relationship between a qualified mental health professional and one or more students.

2149 Other psychological services—Other psychological services which cannot be classified above.

2150 Speech pathology and audiology services—Activities to identify, assess, and treat students with speech, hearing, and language impairments.

2151 Supervision of speech pathology and audiology services—Activities to direct, manage, and supervise speech pathology and audiology services.

2152 Speech pathology services—Activities to identify students with speech and language disorders; diagnose and appraise specific speech and language disorders; refer problems for medical or other professional attention necessary to treat speech and language disorders; provide required speech treatment services; and counsel and guide students, parents, and teachers.

2153 Audiological services—Activities to: 1) identify individuals with hearing loss; 2) determine the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provide habilitating activities such as language habilitation, auditory training, speech reading (lipreading), hearing evaluation, and speech conservation; 4) create and administer programs for prevention of hearing loss; 5) counsel and guide students, parent/guardians, and teachers regarding hearing loss; and 6) determine an individual's need for group and individual amplification, select and fit an appropriate aid, and evaluate the effectiveness of amplification.

2159 Other speech pathology and audiology services—Other speech pathology and audiology services which cannot be classified above.

2190 Other student support services—Other student support services which cannot be classified above.

2200 Instructional staff support services—Activities to assist the instructional staff with content and process of providing learning experiences for students.

2210 Improvement of instructional services—Activities to primarily assist the instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These include curriculum development, techniques of instruction, child development, and staff training.

2211 Supervision of improvement of instruction services—Activities to direct, manage, and supervise the improvement of instructional services.

2212 Instruction and curriculum development services—Activities to assist teachers in developing the curriculum, preparing and utilizing special curriculum materials, and becoming acquainted with the various techniques which stimulate and motivate students.

2213 Instructional staff training services—Activities to promote the professional or occupational growth and competence of members of the instructional staff during the time of their service to the school or school system. These include workshops, demonstrations, school visits, courses for college credit, sabbatical leaves, and travel leaves.

2219 Other improvement of instruction services—Other improvement of instruction services which cannot be classified above.

2220 Educational media services—Activities to coordinate the use of hardware, devices, content materials (including printed and non-printed sensory materials), methods, or experiences for teaching and learning purposes.

2221 Supervision of educational media services—Activities to direct, manage, and supervise educational media services.

2222 School library services—Activities to select, acquire, prepare, catalog, and circulate books and other printed materials; plan the use of the library by students, teachers and other members of the instructional staff; and guide individuals in their use of library books and materials whether maintained separately or as a part of an instructional materials center and/or related work study area.

2223 Audiovisual services—Activities to select, prepare, care for, and make available to the instructional staff: equipment, films, filmstrips, transparencies, tapes, television programs, and other similar materials, whether maintained separately or as a part of an instructional materials center. These activities include an audiovisual center, television studio, related work-study areas, and the services provided by audiovisual personnel.

2224 Educational television services—Activities to plan, program, write, and present educational programs or segments of programs by closed circuit or broadcast television.

2225 Computer-assisted instruction services—Activities to plan, program, write, and present educational lessons which have been especially programmed for a computer to be used as the principal medium of instruction.

2229 Other educational media services—Other educational media services which cannot be classified above.

2290 Other instructional staff support services—Other instructional staff support services which cannot be classified above.

2300 General administration support services—Activities to establish and administer policy for operating a school system.

2310 Board of education services—Activities to perform the duties of an elected body which has been created according to state law and vested with responsibilities for educational activities in a given administrative unit.

2311 Supervision of board of education services—Activities to direct, manage, and supervise the general operation of the board of education. These include the activities of the members of the board of education, but do not include any special activities defined in other areas of responsibility described below. They also include any activities of the district performed in support of the school district meeting. These may include legal activities such as interpreting the laws and statutes and general liability situations, and the activities of external auditors.

2312 Board secretary/clerk services—Activities to perform the duties of the secretary or clerk of the board of education.

2313 Board treasurer services—Activities to perform the duties of the treasurer of the board of education

2314 Election services—Activities to perform duties involved with any school system election, including the election of officers and bond elections.

2315 Tax assessment and collection services—Activities to perform duties involved with tax assessment and collection.

2316 Staff relations and negotiations services—Activities to perform duties involved with staff relations systemwide and contractual negotiations with both instructional and non-instructional personnel.

2319 Other board of education services—Other board of education services which cannot be classified above.

2320 Executive administration services—Activities to perform the overall general administration or executive duties of the entire school system.

2321 Office of the superintendent services—Activities to direct and manage all affairs of the school system. These are performed by the superintendent and such assistants as deputy, associate, and assistant superintendents. These include activities of all personnel and materials in the office of the chief executive officer.

2322 Community relations services—Activities to develop and operate systemwide programs for the bettering of school/community relations.

2323 State and federal relations services—Activities to develop and maintain good relations with state and federal officials. These include grant procurement activities.

2329 Other executive administration services—Other executive administration services which cannot be classified above.

2400 School administration support services—Activities to perform the overall administrative duties for a school.

2410 Office of the principal services—Activities to direct and manage the operation of a particular school. These include activities performed by the principal, assistant principals, and other assistants when they supervise all operations of the school, evaluate individuals of the school, assign duties to individuals, supervise and maintain the school records, and coordinate school instructional activities with those of the school or school system. These activities also include the work of clerical staff in support of teaching and administrative duties.

2419 Other school administration support services—Other school administration services which cannot be classified above.

2500 Business support services—Activities to pay, transport, exchange, and maintain goods and services for a school or school system. They include fiscal and internal services necessary for operating the school or school system. These include the activity of the chief business official.

2510 Fiscal services—Activities to perform the fiscal operations of a school or school system. These include budgeting, receiving and disbursing, financial and property accounting, payroll, inventory control, internal auditing and managing funds.

2511 Supervision of fiscal services—Activities to direct, manage, and supervise the fiscal service area. These include the activities of the assistant superintendent, director, or school business official who directs and manages fiscal activities.

2512 Budgeting services—Activities to supervise budget planning, formulation, control, and analysis of finances.

2513 Receiving and disbursing funds services—Activities to take in and pay out money. These include the current audit of receipts; the pre-audit of requisitions and purchase orders to determine whether the amounts are within the budgetary allowances, and determining that disbursements are lawful expenditures of a school or school system; and the management of school funds.

2514 Payroll services—Activities to periodically pay individuals entitled to remuneration for services rendered. Payments are also made for such payroll associated costs as federal income tax withholding, retirement, and social security.

2515 Financial accounting services—Activities to maintain the financial records and transactions of a school or school system. These include accounting and interpreting financial transactions and account records.

2516 Internal auditing services—Activities to verify account records including evaluating the adequacy of the internal control system, verifying and safeguarding assets, reviewing the reliability of the accounting and reporting systems, and ascertaining compliance with established policies and procedures.

2517 Property accounting services—Activities to prepare and maintain current inventory records of land, buildings, and equipment. These records are to be used in equipment control and facilities planning.

2519 Other fiscal services—Other fiscal services which cannot be classified above.

2520 Purchasing services—Activities to purchase supplies, furniture, equipment, and materials used in a school or school system.

2530 Warehousing and distributing services—Activities to receive, store, and distribute supplies, furniture, equipment, materials, and mail. These include cash collection and transportation from school facilities to the central administration office or bank for control and/or deposit.

2540 Printing, publishing, and duplicating services—Activities to print and publish administrative publications such as annual reports, school directories, and manuals. These include centralized services for duplicating school materials and instruments such as school bulletins, newsletters, and notices.

2590 Other business support services—Other business support services which cannot be classified above.

2600 Operation and maintenance of plant services—Activities to keep the physical plant open, comfortable, and safe for use, and keep the grounds, buildings, and equipment in effective working condition and state of repair. These include maintaining safety in school buildings, grounds, and in the vicinity of schools.

2610 Supervision of operation and maintenance of plant services—Activities to direct, manage, and supervise the operation and maintenance of the school plant facilities.

2620 Operating buildings services—Activities to keep the physical plant clean and ready for daily use. These include operating the heat, light, and ventilation systems and repairing and replacing facilities and equipment.

2630 Care and upkeep of grounds services—Activities to maintain and improve the land. These include snow removal, landscaping, ground maintenance, and similar activities.

2640 Care and upkeep of equipment services—Activities to maintain equipment owned or used by the school or school system. These include servicing and repairing furniture, machines, and movable equipment.

2650 Vehicle servicing and maintenance services—Activities to maintain general purpose vehicles other than student transportation vehicles such as trucks, tractors, graders, and staff vehicles. These include repairing vehicles, replacing vehicle parts, preventative maintenance servicing, cleaning, painting, greasing, fueling, and inspecting vehicles for safety.

2660 Security services—Activities to maintain order and safety in school buildings, grounds, and in the vicinity at all times. These include police activities for school functions, traffic control on the grounds and in the vicinity, building alarm systems, and hall monitoring services.

2690 Other operation and maintenance of plant services—Other operation and maintenance of plant services which cannot be classified above.

2700 Student transportation services—Activities to convey students to and from school, as provided by state and federal law. These include trips between home and school, and trips to school activities. They also include specialized equipment (such as special or adapted buses, lifts, and ramps), if required to provide special transportation for a child with a disability.

2710 Supervision of student transportation—Activities to direct, manage, and supervise student transportation services.

2720 Vehicle operation services—Activities to operate vehicles for student transportation from the time the vehicles leave the point of storage until they return to storage. These include driving buses or other student transportation vehicles.

2730 Monitoring services—Activities to supervise students in the process of being transported between home and school or between school and school activities. Such supervision can occur while students are in transit, while they

are being loaded and unloaded, and in directing traffic at the loading and unloading stations.

2740 Vehicle servicing and maintenance services—Activities to maintain student transportation vehicles. These include repairing vehicles, replacing vehicle parts, cleaning, painting, fueling, and inspecting vehicles for safety.

2750 Driver training services—Activities to ensure and maintain safety standards of driver's skills to operate student transportation vehicles. These include training and testing of school bus drivers.

2790 Other student transportation services—Other student transportation services which cannot be classified above.

2800 Central support services—Activities, other than general administration, to support each of the other instructional and support services programs. These include planning, research and development, evaluation, information, staff, statistical, and data processing services.

2810 Planning, research, development, and evaluation services—Activities to conduct and manage programs of planning, research, development, and evaluation for a school system on a systemwide basis.

2811 Supervision of managing, planning, research, development, and evaluation services—Activities associated with the direction, management, and supervision of planning, research, development, and evaluation services.¹

2812 Planning services—Activities to select or identify overall, long-range goals, priorities and objectives of an organization or program; and formulate various courses of action needed to achieve those goals. This is done by identifying needs and relative costs and benefits of each course of action.*

2813 Research services—Activities to perform systematic study and investigation of various aspects of education undertaken to establish facts and principles.*

2814 Development services—Activities to deliberate evolving process of improving educational programs.*

2815 Evaluation services—Activities to ascertain or judge the value or amount of an action or an outcome. This is done through careful appraisal of previously specified data in light of a particular situation and the goals and objectives previously established.*

2819 Other planning, research, development, and evaluation services—Other planning, research, development, and evaluation services which can not be classified above.*

¹ Entry has been added in this volume and cannot be found in Financial Accounting for Local and State School Systems 1990 (often referred to as Handbook 2R2), July 1990, available from the National Center for Education Statistics.

2820 Information services—Activities to write, edit, and prepare materials for disseminating educational and administrative information to students, staff members, managers, or the general public through direct mailing, the various news media, or personal contact.

2821 Supervision of information services—Activities to direct, manage, and supervise information services.

2822 Internal information services—Activities to write, edit, and provide administrative information to students and staff members.

2823 Public information services—Activities to write, edit, and prepare materials for disseminating educational and administrative information to the public through various news media or personal contact.

2824 Management information services—Activities to write, edit, and prepare materials for disseminating to management the needed information about the operation of the school or school system, and the community, state, and nation, in order to make logical decisions.

2829 Other information services—Other information services which cannot be classified above.

2830 Staff services—Activities to maintain an efficient staff for a school or school system. These include recruiting and placement, staff transfers, inservice training, health services, and staff accounting.

2831 Supervision of staff services—Activities to direct, manage, and supervise staff services.

2832 Recruitment and placement services—Activities to employ and assign personnel for a school or school system.

2833 Staff accounting services—Activities to maintain the systematic recording and summarization of information relating to individuals employed by a school or school system.

2834 Inservice training services (for non-instructional staff)—Activities to train non-instructional personnel in all classifications. These activities are developed by the school or school system.

2835 Health services—Activities to provide medical, dental, and nurse services for the school or school system employees. These include physical examinations, referrals, and emergency care.

2839 Other staff services—Other staff services which cannot be classified above.

2840 Data processing services—Activities to prepare data for storage, storage of data, and retrieval of them for reproduction as information for management and reporting.

2841 Supervision of data processing services—Activities to direct, manage, and supervise data processing services.

2842 Systems analysis services—Activities to identify and evaluate alternatives for achieving defined objectives, based on judgment and, wherever possible, on quantitative methods. These activities pertain to the development of data processing procedures or application to electronic data processing equipment.

2843 Programming services—Activities to prepare a logical sequence of operations to be performed, either manually or electronically, in solving problems or processing data. These also involve preparing coded instructions and data for such sequences.

2844 Operations services—Activities to schedule, maintain, and produce data. These include operating business machines, data preparation services, and data processing machines.

2849 Other data processing services—Other data processing services which cannot be classified above.

2890 Other central support services—Other central support services which cannot be classified above.*

2900 Other support services—Other support services which cannot be classified above.

3000 Operation of Non-Instructional Services—Activities to provide non-instructional services to students, staff members, or the community.

3100 Food services operations—Activities to provide food to students and staff members in a school or school system. These include preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities, and food delivery.

3110 Supervision of food services—Activities to direct, manage, and supervise food services operations.*

3120 Food preparation and dispensing services—Activities to prepare and serve regular and incidental meals, lunches, or snacks to students and staff members in a school or school system. These include cooking, operating kitchen equipment, preparing food, serving food, cleaning dishes, and storing dishes and kitchen equipment.*

3130 Food delivery services—Activities to deliver food to the school or school system.*

3190 Other food services—Other food services which cannot be classified above.*

3200 Enterprise operations—Activities that are financed and operated in a manner similar to private business enterprises with the stated intent that costs are financed or recovered primarily through use charges (e.g., a bookstore in a school or system).

3300 Community services operation—Activities to provide community services to students, staff or other community participants. These include community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities. These are provided by the school or school system for the community as a whole or for some segment of the community.

3310 Supervision of community services activities—Activities to direct, manage, and supervise community services activities.*

3320 Community recreation services—Activities to provide recreation for the community as a whole, or for some segment of the community. These include organizing and supervising playgrounds and swimming pools, as well as other recreation programs for the community.*

3330 Civic activities—Activities to provide services to civic affairs or organizations. These include services to parent-teacher association meetings, public forums, lectures, and civil defense planning.*

3340 Public library services—Activities to operate public libraries by a school or school system, or provide library services to the general public through the school library. These include planning the library's collection in light of community needs and informing the community of public library resources and services.*

3350 Custody and care of children—Activities to provide programs for the custodial care of children in residential day schools or in child care centers which are not part of, nor directly related to, the instructional program, and where the attendance of the children is not included in the attendance figures for the school or system.*

3360 Extended day/child care services—Activities to provide programs for the custodial care of students enrolled in a school or system before the school day starts and/or after the school day ends.*

3370 Welfare activities—Activities to provide for the personal needs of individuals who have been designated as needy by an appropriate governmental entity. These include payment of stipends for school attendance; payment of salaries to students for work performed (whether for the school system or for an outside concern); or the provision of clothing, food, or other personal needs.*

3390 Other community services—Other community services which cannot be classified above.*

3400 Residential housing services—Activities to provide living accommodations for students and individuals in facilities either owned or leased by the school or school system.*

3410 Supervision of residential housing services— Activities to direct, manage, and supervise residential housing services.*

3420 Student residence services—Activities to provide living accommodations for students in facilities either owned or leased by the school or school system. This category may be subdivided into residences for single students and residences for married students.*

3430 Staff residence services (other than administrative staff)—Activities to provide living accommodations for individuals other than administrative staff in facilities either owned or leased by the school or system.*

3440 Administrative staff residence services—Activities to provide living accommodations for administrative staff in facilities either owned or leased by the school or system.*

3490 Other residential housing services—Other residential housing services which cannot be classified above.*

4000 Facilities acquisition and construction services—Activities to acquire land and buildings; remodel buildings and construct additions to buildings; install and extend service systems and other built-in equipment; and improve sites.

4100 Site acquisition services—Activities to initially acquire and improve new sites.

4200 Site improvement services—Activities to improve sites, and maintain existing site improvements.

4300 Architecture and engineering services—Activities to acquire and improve sites and buildings performed by architects and engineers.

4400 Educational specifications development services—Activities to prepare and interpret specific space requirements for the various learning experiences of students to be accommodated in a building. These specifications are interpreted by architects and engineers in the early stages of blueprint development.

4500 Building acquisition and construction services—Activities to buy or construct buildings.

4600 Building improvement services—Activities to build additions to buildings and install or extend service systems and other built-in equipment.

4900 Other facilities acquisition and construction services—Other facilities acquisition and construction activities which cannot be classified above.

9999 Other—Other type of function which cannot be classified above.*

Appendix L

CROSSWALK OF FIELD OF STUDY CODES FOR THE SCHOOLS AND STAFFING SURVEY AND THE CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

Included in this appendix is a crosswalk of the codes included in the *Classification of Instructional Programs* (CIP), published by the National Center for Education Statistics (NCES), and those used in the NCES Schools and Staffing Survey for major and minor field of study. In this handbook, Data Element 1150, Postsecondary Subject Matter Area, uses the CIP Codes as options. Appendix I in this document contains a detailed listing of the Education Programs. The listing below indicates equivalent codes from the two NCES listings. The CIP Codes are under revision at the time this is being published, and there will be additional relevant codes available in the revised version.

SASS Major and Minor

Field of Study Codes	CIP Codes
Education Fields	
General Education	
01 Early childhood education or pre-elementary education	13.1204 Pre-elementary/Early childhood/Kindergarten teacher education
02 Prekindergarten	
03 Kindergarten	
04 Elementary education	13.1202 Elementary teacher education
05 Secondary education	13.1205 Secondary teacher education
Education-Subject Areas	
06 Agricultural education	13.1301 Agricultural teacher education (vocational)
07 Art education	13.1302 Art teacher education
08 Bilingual education	13.02 Bilingual/Bicultural Education
09 Business education	13.1303 Business teacher education (vocational)
10 Cross-cultural education	
11 English as a Second Language education	13.14 Teaching English as a second language/foreign language
12 English/language arts education	13.1305 English teacher education
13 Family and consumer science education	13.1308 Home economics teacher education (vocational)
14 Foreign languages education	13.1306 Foreign languages teacher education
15 Health education	13.1307 Health teacher education
16 Indian education (Native American)	
17 Mathematics education	13.1311 Mathematics teacher education
18 Music education	13.1312 Music teacher education
19 Physical education	13.1314 Physical education teaching and coaching
20 Reading education	13.1315 Reading teacher education
21 Religious education	
22 Science education	13.1316 Science teacher education, general
23 Social studies/social science education	13.1317 Social science teacher education
	13.1318 Social studies teacher education
24 Trades and industry/industrial arts education	13.1320 Trades and industrial teacher education (vocational)

Special Education

25	Special education, general	13.1001	Special education, general
26	Autism	13.1013	Education for the autistic
27	Deaf and heard-of-hearing	13.1003	Education of the deaf and hearing impaired
28	Developmentally delayed		
29	Early childhood special education		
30	Emotionally disturbed or behavior disorders	13.1005	Education of emotionally handicapped
31	Learning disabilities	13.1011	Education of the specific learning disabled
32	Mentally retarded	13.1006	Education of mentally handicapped
33	Mildly or moderately disabled		
34	Orthopedically impaired	13.1008	Education of the physically handicapped
35	Severely or profoundly disabled		
36	Speech or language impaired	13.1012	Education of the speech impaired
37	Traumatically brain injured		
38	Visually impaired	13.1009	Education of the blind and visually handicapped
39	Other special education	13.1099	Special education, other

Other Education

40	Counseling and guidance	13.1101	Counselor education/Student counseling and guidance services
41	Curriculum and instruction	13.03	Curriculum and instruction
42	Educational administration	13.04	Education administration and supervision
43	Educational psychology	42.18	Educational psychology
44	Other education	13.1399	Education, other

General Fields**Arts**

45	Art, fine and applied	50.07	Fine arts and art studies
		50.04	Design and applied arts
46	Drama or theater	50.05	Dramatic/Theater arts and stagecraft
47	Music	50.08	Music
48	Other visual/performing arts	50.99	Visual and performing arts, other

English

49	English literature or composition	23.01	English and literature, general
50	Communications or journalism	09.01	Communications, general
		09.04	Journalism and mass communications

Foreign Languages

51	French	16.0901	French language and literature
52	German	16.0501	German language and literature
53	Latin	16.1203	Latin language and literature
54	Russian	16.0402	Russian language and literature
55	Spanish	16.0905	Spanish language and literature
56	Other languages	16.99	Foreign languages and literature, other

Mathematics

57	Mathematics	27.01	Mathematics
58	Statistics	27.06	Mathematical statistics

Natural Sciences

59	Biology/Life science	26.01	Biology, general
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60	Chemistry	40.05	Chemistry
61	Geology/Earth science	40.06	Geological and related science
62	Physics	40.08	Physics
63	Other natural sciences	40.99	Physical sciences, other
		26.99	Biological sciences/Life sciences, other
Other Areas			
64	Agriculture and natural resources	01	Agriculture business
		02	Agriculture sciences
		03	Conservation and renewable natural resources
65	American Indian/Native American studies	05.0202	American Indian/Native American studies
66	Architecture, environmental design	04.02	Architecture
		04.04	Architectural environment design
67	Business and management	52	Business management and administrative services
68	Computer science	11.01	Computer and information systems, general
69	Engineering	14	Engineering
70	Family and consumer science (home economics)	19	Home economics
		20	Vocational home economics
71	General studies	24	Liberal Arts and Sciences, and general studies
72	Health professions and occupations	51	Health professions and related services
73	Humanities		
74	Law	22	Law and legal studies
75	Library and information science	25	Library science
76	Military science	29	Military technologies
77	Multi- or interdisciplinary studies	30	Multi/InterDisciplinary studies
78	Philosophy	38.01	Philosophy
79	Public administration or service	44	Public administration and services
80	Religion or theology	38	Theological studies and religious vocations
81	Other area or ethnic studies	05	Area, ethnic, and cultural studies
Social Sciences			
82	Economics	45.06	Economics
83	History	45.08	History
84	Political science and government	45.10	Political science and government
85	Psychology	42	Psychology (except for 42.15)
86	Sociology	45.11	Sociology
87	Other social sciences	45.99	Social sciences and history, other

Appendix M

LIST OF SELECTED PROGRAMS FUNDED BY THE FEDERAL GOVERNMENT

This appendix contains an alphabetical list of selected federal programs funded by the various education and non-education agencies in the federal government. These programs provide funds and/or assistance to schools, school systems, or non-education agencies (e.g., community-based organizations) to deliver instructional and/or support services to students and children prior to school age. These services may or may not be provided in school buildings. A complete list of all federally funded domestic programs can be found in *The Catalog of Federal Domestic Assistance, 1999* prepared by the General Services Administration. An electronic version of the complete list is available on-line at <http://www.cfda.gov>. This and other documents are available through the Superintendent of Documents, United States Government Printing Office, Washington, D.C. 20402, or via the GPO web site at http://www.access.gpo.gov/su_docs.

Adolescent Family Life, Demonstration Projects: Promotes the establishment of innovative, comprehensive, and integrated approaches to the delivery of care services for pregnant and parenting adolescents with primary emphasis on adolescents who are under 17 years of age. Promotes abstinence from sexual relations through provision of age-appropriate education on sexuality and decision-making skills as the most effective method of preventing adolescent pregnancy and avoiding sexually transmitted diseases, including HIV/AIDS. (FEDERAL AGENCY: Office of the Secretary, Department of Health and Human Services)

Appalachian Area Development, Supplemental and Direct Grants: Helps the regional economy become more competitive by putting in place the building blocks for self-sustaining economic development, while continuing to provide special assistance to the Region's most distressed and underdeveloped counties. This program focuses on activities that support the mission of the Appalachian Regional Commission (ARC) to create opportunities for self-sustaining economic development and improved quality of life for the people of Appalachia. Activities funded must advance ARC's strategic plan. (FEDERAL AGENCY: Appalachian Regional Commission)

Bilingual Education Program, Development and Implementation Grants: Funds programs designed to develop and implement new comprehensive, coherent, and successful bilingual education or special alternative instructional programs for limited English proficient students, including programs of early childhood education, kindergarten through twelfth grade education, gifted and talented education, and vocational and applied technology education. (FEDERAL AGENCY: Office of the Director for Bilingual Education and Minority Languages Affairs, Department of Education)

Child and Adult Care Food Program: Assists states, through grants in aid and other means, in maintaining non-profit food service programs for children and elderly or impaired adults in public and private, non-profit, non-residential institutions providing care; family day care homes for children; and private for-profit centers that receive compensation under Title XX for at least 25 percent of the enrolled children, or 25 percent of licensed capacity, and under Title XIX or Title XX for at least 25 percent of the adults, who are enrolled in non-residential day care services. (FEDERAL AGENCY: Food and Nutrition Service, Department of Agriculture)

Child Welfare Services, State Grants: Establishes, extends, and strengthens child welfare services provided by the state and local public welfare agencies to enable children to remain in their own homes, or, where that is impossible, to provide alternate permanent homes for them. (FEDERAL AGENCY: Administration for Children and Families, Department of Health and Human Services)

Community Food Projects: Supports the development of community food projects designed to meet the food needs of low-income people; increase the self-reliance of communities in providing for their own

needs; and promote comprehensive responses to local food, farm, and nutrition issues. (FEDERAL AGENCY: Cooperative State Research, Education, and Extension Service, Department of Agriculture)

Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances (SED): Provides community-based systems of care for children and adolescents with a serious emotional disturbance and their families. The program will ensure that services are provided collaboratively across child-serving systems; that each child or adolescent served through the program receives an individualized service plan developed with the participation of the family (and, where appropriate, the child); that each individualized plan designates a case manager to assist the child and family; and that funding is provided for mental health services required to meet the needs of youngsters in these systems. (FEDERAL AGENCY: Substance Abuse and Mental Health Services Administration, Department of Health and Human Services)

Cooperative Agreement for Drug Abuse Treatment Improvement Projects in Target Cities: Improves the quality and effectiveness of drug treatment services in targeted cities and assists in the development of drug treatment systems providing high quality, patient-oriented, coordinated, and accessible treatment that should be replicated by other cities. (FEDERAL AGENCY: Substance Abuse and Mental Health Services Administration, Public Health Service, Department of Health and Human Services)

Demonstration Cooperative Agreements for Development and Implementation of Criminal Justice Treatment Networks: Enhances drug treatment for criminal justice populations, including prisons, jails, probation and parole, juvenile institutions, as well as court diversion to treatment. Funds integrated criminal justice treatment networks made up of a consortium of criminal justice, substance abuse treatment, primary health and mental health care, and allied social services and job placement agencies. Each network will develop a strategy to link existing criminal justice-primary care-substance abuse-treatment partnerships into a comprehensive continuum of services. (FEDERAL AGENCY: Substance Abuse and Mental Health Services Administration, Department of Health and Human Services)

Demonstration Grants for the Prevention of Alcohol and Drug Abuse Among High-Risk Populations: Designed (1) to prevent the use of alcohol and substance abuse among high-risk populations; and (2) to delay or reduce the use of alcoholic beverages and tobacco products among high-risk youth populations. (FEDERAL AGENCY: Substance Abuse and Mental Health Services Administration, Public Health Service, Department of Health and Human Services)

Drug Abuse Prevention and Education Relating to Youth Gangs: Prevents and reduces the participation of youth in gangs that engage in illicit drug-related activities; promotes involvement of youth in lawful activities; prevents the abuse of drugs by youth; supports the coordination of activities of local police departments, education, employment and social service agencies; provides information on the treatment and rehabilitation options available to youth; coordinates support between schools and state and federal governments; and provides technical assistance to eligible organizations. (FEDERAL AGENCY: Family and Youth Services Bureau, Administration for Children and Families, Department of Health and Human Services)

Education for Homeless Children and Youth, Grants for State and Local Activities: Ensures that homeless children and youth have equal access to the same free, appropriate public education as other children; to provide activities for and services to ensure that these children enroll in, attend, and achieve success in school; to establish or designate an office in each State educational agency (SEA) for the coordination of education for homeless children and youth; to develop and implement programs for school personnel to heighten awareness of specific problems of homeless children and youth; and to provide grants to local educational agencies (LEAs). (FEDERAL AGENCY: Office of Elementary and Secondary Education, Department of Education)

Education and Prevention to Reduce Sexual Abuse of Runaway, Homeless and Street Youth (Street Outreach Program): Provides support and services that will assist youth in moving and adjusting to a safe and appropriate living arrangement. (FEDERAL AGENCY: Administration for Children and Families, Department of Health and Human Services)

Even Start, Indian Tribes and Tribal Organizations: Helps break the cycle of poverty and illiteracy and improve the educational opportunities of low-income families through family literacy programs that integrate early childhood education, adult basic education, and parenting education. (FEDERAL AGENCY: Office of Elementary and Secondary Education, Department of Education)

Even Start, Migrant Education: Improves the educational opportunities of migrant families through family literacy programs that integrate early childhood education, adult literacy or adult basic education, and parenting education. (FEDERAL AGENCY: Office of Elementary and Secondary Education, Department of Education)

Even Start, State Education Agencies: Helps break the cycle of poverty and illiteracy, and improve the educational opportunities of low-income families, by integrating early childhood education, adult literacy or adult basic education, and parenting education into a unified family literacy program. (FEDERAL AGENCY: Office of Elementary and Secondary Education, Department of Education)

Federal Employment for Individuals with Disabilities (Selective Placement Program): Encourages federal agencies to provide assistance to persons with disabilities, including disabled veterans, in obtaining and retaining federal employment. (FEDERAL AGENCY: Office of Personnel Management)

Federal Summer Employment (Summer Jobs in Federal Agencies): Provides summer employment primarily for college and high school students. (FEDERAL AGENCY: Office of Personnel Management)

Foster Care, Title IV-E: Provides federal financial participation (FFP) in assistance on behalf of eligible children needing care away from their families (in foster care) who are in the placement and care of the state agency administering the program and provide FFP in the cost of proper and efficient administrative and training costs. (FEDERAL AGENCY: Administration for Children and Families, Department of Health and Human Services)

Gang-Free Schools and Communities, Community-Based Gang Intervention: Funds programs designed to prevent and to reduce the participation of juveniles in the activities of gangs that commit crimes; to develop within the juvenile adjudicatory and correctional systems new and innovative means to address the problems of juveniles convicted of serious drug-related and gang-related offenses; to provide treatment to juveniles who are members of such gangs, including members who are accused of committing a serious crime and members who have been adjudicated as being delinquent; to promote the involvement of juveniles in lawful activities in geographical areas in which gangs commit crimes; to promote and support the development of policies and activities in public elementary and secondary schools which will assist such schools in maintaining a safe environment conducive to learning; and to facilitate coordination and cooperation among: 1) local education, juvenile justice, employment, and social service agencies; and 2) community-based programs with a proven record of effectively providing intervention services to juvenile gang members for the purpose of reducing the participation of juveniles in illegal gang activities. (FEDERAL AGENCY: Office of Juvenile Justice and Delinquency provision, Department of Justice)

Head Start: Provides comprehensive health, educational, nutritional, social, and other services primarily to economically-disadvantaged preschool children, including Indian children on federally-recognized reservations, and children of migratory workers and their families; and involves parents in activities with their children so that the children will attain overall social competence. (FEDERAL AGENCY: Administration for Children and Families, Department of Health and Human Services)

Immigrant Education: Provides assistance to States for educational services and costs for immigrant children enrolled in elementary and secondary public and nonpublic schools. States provide funding to those local educational agencies (LEAs) where the enrollment of immigrant children in elementary and secondary public and nonpublic schools is at least 500 or three percent of the total enrollment. To be counted, immigrant children must have been enrolled in U.S. schools for less than three years. (FEDERAL AGENCY: Office of Bilingual Education and Minority Languages Affairs, Department of Education)

Independent Living Services, State Grants: Assists states to promote a philosophy of independent living, including a philosophy of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy, in order to maximize the leadership, empowerment, independence, and productivity of individuals with disabilities, and the integration and full inclusion of individuals with disabilities into the mainstream American society, by providing financial assistance for providing, expanding, and improving the provision of independent living services. (FEDERAL AGENCY: Office of Special Education and Rehabilitative Services, Department of Education)

Indian Child and Family Education, (FACE): Focuses on beginning the education of children at an early age through parental involvement, increasing high school graduation rates among Indian parents, and encouraging life-long learning. (FEDERAL AGENCY: Bureau of Indian Affairs, Department of the Interior)

Indian Child Welfare Act, Title II Grants: Promotes the stability and security of Indian tribes and families by protecting Indian children and preventing the separation of Indian families and providing assistance to Indian tribes in the operation of child and family service programs. (FEDERAL AGENCY: Bureau of Indian Affairs, Department of the Interior)

Indian Education, Grants to Local Education Agencies: Supports local education agencies in their efforts to reform elementary and secondary school programs that serve Indian students in order to ensure that programs are based on challenging State content standards and student performance standards that are used for all students, and are designed to assist Indian students in meeting those standards and in reaching the National Education Goals. (FEDERAL AGENCY: Office of Assistant Secretary for Elementary and Secondary Education, Department of Education)

International Education Exchange: Supports international education exchange activities between the United States and eligible countries in civics and government education and economic education. Eligible countries include Central European countries, Eastern European countries, Lithuania, Latvia, Estonia, Georgia, the Commonwealth of Independent States, and any country that formerly was a republic of the Soviet Union whose political independence is recognized in the United States. (FEDERAL AGENCY: Office of Assistant Secretary for Educational Research and Improvement, Department of Education)

Juvenile Justice and Delinquency Prevention, Allocation to States (State Formula Grants): Increases the capacity of state and local governments to support the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system. (FEDERAL AGENCY: Office of Juvenile Justice and Delinquency Prevention, Department of Justice)

Juvenile Justice and Delinquency Prevention, Special Emphasis (Program Grants, Discretionary Grants and Contracts): Develops and implements programs that design, test, and demonstrate effective approaches, techniques, and methods for preventing and controlling juvenile delinquency such as community-based alternatives to institutional confinement; developing and implementing effective means of diverting juveniles from the traditional juvenile justice and correctional system; programs stressing advocacy activities aimed at improving services to youth impacted by the juvenile justice system; model programs to strengthen and maintain the family unit; prevention and treatment programs relating to juveniles who commit serious crimes; programs to prevent hate crimes; and a national law-related education of delinquency prevention. (FEDERAL AGENCY: Office of Juvenile Justice and Delinquency Prevention, Department of Justice)

Juvenile Mentoring Program, (JUMP): Reduces juvenile delinquency and gang participation, improves academic performance, and reduces the dropout rate through the use of mentors for at-risk youth. (FEDERAL AGENCY: Office of Juvenile Justice and Delinquency Prevention, Department of Justice)

Learn and Serve America, School and Community Based Programs: Encourages elementary and secondary schools and community-based agencies to create, develop, and offer service-learning opportunities for school-age youth; educate teachers about service-learning and incorporate service-learning opportunities into classrooms to enhance academic learning; coordinate adult volunteers in schools; and introduce young people to a broad range of careers and encourage them to pursue further education and training. (FEDERAL AGENCY: Corporation for National and Community Service)

Magnet Schools Assistance in Desegregating Districts: Provides grants to eligible LEAs for use in magnet schools that are a part of approved desegregation plans and that are designed to bring together students from different social, economic, racial and ethnic backgrounds. (FEDERAL AGENCY: Office of Elementary and Secondary Education, Department of Education)

Medical Assistance Program (Medicaid; Title XIX): Provides financial assistance to states for payment of medical assistance on behalf of cash assistance recipients, children, pregnant women, and the aged who meet income and resource requirements, and other categorically-eligible groups. Financial assistance is also provided to states to pay for Medicare premiums, co-payments and deductibles of qualified Medicare beneficiaries meeting certain income requirements. (FEDERAL AGENCY: Health Care Financing Administration, Department of Health and Human Services)

Migrant Education, Basic State Formula Grant Program: Establishes or improves programs to meet the special educational needs of children of migratory agricultural workers or migratory fishers. Program funds are used for compensatory education programs for migratory children. (FEDERAL AGENCY: Office of Elementary and Secondary Education, Department of Education)

National School Lunch Program (School Lunch Program): Assists states, through cash grants and food donations, in making the school lunch program available to school students and encourages the domestic consumption of nutritious agricultural commodities. (FEDERAL AGENCY: Food and Nutrition Service, Department of Agriculture)

National Service Trust Program (Americorps): Supports programs that address the nation's human, educational, environmental, and public safety needs through service that provides a direct benefit to the community in which it is performed. Programs must also have an impact on their participants, developing public-spirited, effective citizens with the skills needed for life-long contributions to solving the pressing problems facing our communities and our nation. National service participants may not displace existing workers or duplicate their functions. (FEDERAL AGENCY: Corporation for National and Community Service)

Rehabilitation Services, Basic Support (Vocational Rehabilitation Services Program): Assists states in operating comprehensive, coordinated, effective, efficient and accountable programs of vocational rehabilitation which assess, plan, develop, and provide vocational rehabilitation services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, and capabilities so

they may prepare for and engage in competitive employment. (FEDERAL AGENCY: Office of Assistant Secretary of Special Education and Rehabilitative Services, Department of Education)

Safe and Drug-Free Schools and Communities, State Grants: Supports programs created to meet the National Education Goal that, by the year 2000, every school in the United States will be free of drugs, violence, and the unauthorized presence of firearms and alcohol. Encourages a disciplined environment conducive to learning, by preventing violence in and around schools and strengthen programs that prevent the illegal use of alcohol, tobacco, and drugs, involve parents, and coordinated with related Federal, State, and community efforts and resources. (FEDERAL AGENCY: Office of Elementary and Secondary Education, Department of Education)

School Breakfast Program: Assists states in providing a nutritious non-profit breakfast service for school students, through cash grants and food donations. (FEDERAL AGENCY: Food and Nutrition Service, Department of Agriculture)

Special Education, Personnel Preparation to Improve Services and Results for Children with Disabilities: (1) Helps address State-identified needs for qualified personnel in special education, related services, early intervention, and regular education, to work with children with disabilities; and (2) ensures that those personnel have the skills and knowledge, derived from practices that have been determined, through research and experience, to be successful, that are needed to serve those children. (FEDERAL AGENCY: Office of Special Education and Rehabilitative Services, Department of Education)

Special Education, Preschool Grants: Provides grants to states to assist them in providing a free appropriate public education to preschool disabled children aged three to five years, and at the State's discretion, to two-year-old children with disabilities who will reach age three during the school year. (FEDERAL AGENCY: Office of Special Education and Rehabilitative Services, Department of Education)

Special Education, State Grants (Part B, Individuals with Disabilities Education Act): Provides grants to states that assist them in providing a free appropriate public education to all children with disabilities. (FEDERAL AGENCY: Office of Special Education and Rehabilitative Services, Department of Education)

Special Milk Program for Children: Provides subsidies to schools and institutions to encourage the consumption of fluid milk by children. (FEDERAL AGENCY: Food and Nutrition Service, Department of Agriculture)

Special Supplemental Nutrition Program for Women, Infants, and Children (WIC Program): Provides, at no cost, supplemental nutritious foods, nutrition education, and referrals to health care to low-income pregnant, breastfeeding and postpartum women, infants, and children to age five determined to be at nutritional risk. (FEDERAL AGENCY: Food and Nutrition Service, Department of Agriculture)

State Children's Insurance Program, (CHIP): Provides funds to States to enable them to initiate and expand child health assistance to uninsured, low-income children. Assistance should be provided primarily by two methods: (1) Obtain health insurance coverage that meets the requirements in Section 2103 relating to the amount, duration, and scope of benefits; or (2) expand eligibility for children under the State's Medicaid program. (FEDERAL AGENCY: Health Care Financing Administration, Department of Health and Human Services)

Summer Food Service Program for Children: Assists states, through grants-in-aid and other means, to conduct non-profit food service programs for needy children during the summer months and at other approved times when schools are closed for vacation. (FEDERAL AGENCY: Food and Nutrition Service, Department of Agriculture)

Tech-Prep Education: Distributes funds to States to enable them to provide planning and demonstration grants to consortia of local educational agencies and postsecondary educational agencies, for the development and operation of 4-year programs designed to provide a tech prep education program leading

to a 2-year associate degree or a 2-year certificate and to provide, in a systematic manner, strong, comprehensive links between secondary schools and postsecondary educational institutions. (FEDERAL AGENCY: Office of Assistant Secretary for Vocational and Adult Education, Department of Education)

Title I Programs, Local Education Agencies (Title 1 Basic, Concentration, and Targeted Grants): Provides compensatory instructional activities to educationally deprived children that reside in low-income areas and have been selected on the basis of a needs assessment. Services must supplement, not supplant, those normally provided by state and local education agencies. (FEDERAL AGENCY: Office of Elementary and Secondary Education, Department of Education)

Title I Program For Neglected and Delinquent Children: Provides education continuity for children and youth in State-run institutions for juveniles and in adult correctional institutions, so that these youth can make successful transitions to school or employment once they are released from State institutions. (FEDERAL AGENCY: Office of Elementary and Secondary Education, Department of Education)

Tribal Youth Program, (TYP): Supports and enhances tribal efforts for comprehensive delinquency prevention, control, and juvenile justice system improvement for Native American youth. (FEDERAL AGENCY: Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, Department of Justice)

Twenty-First Century Community Learning Centers: Enables rural and inner city public elementary and secondary schools or consortia of such schools to plan, implement, or expand projects that benefit the educational, health, social service, cultural, and recreational needs of their community. (FEDERAL AGENCY: Office of Assistant Secretary for Education Research, Statistics, and Improvement, Department of Education)

Upward Bound: Generates the skills and motivation necessary for success in education beyond high school among low-income and potential first-generation college students and veterans. The goal of the program is to increase the academic performance and motivational levels of eligible enrollees so that such persons may complete secondary school and successfully pursue postsecondary educational programs. Except for veterans who can be served regardless of age, project participants must be between 13 and 19 years old and have completed the eighth grade but not have entered the twelfth grade (exceptions allowed). (FEDERAL AGENCY: Office of Postsecondary Education, Department of Education)

Vocational Education, Basic Grants to States: Basic grants assist States and outlying areas to expand and improve their programs of vocational education and provide equal access in vocational education to special needs populations. The populations assisted by Basic Grants range from secondary students in pre-vocational courses through adults who need retraining to adapt to changing technological and labor market conditions. (FEDERAL AGENCY: Office of Assistant Secretary for Vocational and Adult Education, Department of Education)

Vocational Education, Indians: Makes grants and contracts with Indian Tribes or tribal organizations and Bureau of Indian Affairs funded schools to plan, conduct, and administer programs or portions of programs authorized by and consistent with the Carl D. Perkins Vocational Education Act. (FEDERAL AGENCY: Office of Vocational and Adult Education, Department of Education)

Women's Educational Equity (Women's Educational Equity Act Program): (1) Promotes educational equity for women in the United States; (2) promotes educational equity for women who suffer multiple discrimination, bias, or stereotyping based on sex, race, limited-English proficiency, ethnic origin, disability, or age; and (3) enables educational agencies and institutions to meet the requirements of Title IX of the Education Amendments of 1972. (FEDERAL AGENCY: Office of Elementary and Secondary Education, Department of Education)

Appendix N

COURSE CODES AND TITLES¹

01: Agriculture and Renewable Natural Resources

0101 Introduction to Agriculture
0102 Agriculture—Comprehensive
0103 Agriculture Mechanics/Equipment/Structures
0104 Animal Production/Science
0105 Plant Production/Science
0106 Agricultural Production
0107 Agricultural Management
0108 General Horticulture
0109 Ornamental Horticulture
0113 Wildlife Management
0114 Forestry
0115 Natural Resources Management
0123 Animal Processing
0124 Agricultural Processing
0195 Agriculture—Related Subjects
0197 Agriculture—OJT
0198 Agriculture—Co-op
0199 Agriculture—Other

02: Business

0201 Business/Office Career Exploration
0202 Office Procedures—Comprehensive
0203 Office Services
0204 Keyboarding
0205 Word Processing
0206 Recordkeeping
0207 Accounting
0208 Notetaking
0209 Shorthand
0210 Office Machines
0221 Introductory Business
0223 Business Management
0224 Entrepreneurship
0225 Banking and Finance
0296 Business—Independent Study
0297 Business—OJT
0298 Business—Co-op
0299 Business—Other

03: Computer and Information Sciences

0301 Basic Computer
0302 General Computer Applications
0303 Business Computer Applications
0313 Business Programming
0314 Data Systems/Processing
0315 Computer Graphics
0316 Computing Systems
0317 Computer Technology
0318 Network Technology
0323 Computer Science/Programming
0324 BASIC Programming
0325 Pascal Programming
0326 Computer Programming—Other Language
0327 AP Computer Science
0328 IB Computing Studies
0395 Computer and Information Sciences—
Related Subjects
0396 Computer and Information Sciences—
Independent Study
0397 Computer and Information Sciences—OJT
0398 Computer and Information Sciences—
Co-op
0399 Computer and Information Sciences—
Other

04: Construction Trades

0401 Construction Careers Exploration
0402 Construction
0414 Carpentry
0415 Framing Carpentry
0416 Particular Topics in Carpentry
0417 Woodworking
0418 Cabinetmaking
0423 Masonry
0431 Air Conditioning
0432 Refrigeration
0433 Heating
0434 Air Conditioning/Refrigeration
0435 Air Conditioning/Heating/Refrigeration
0436 Heating/Ventilation/Air Conditioning
0437 Particular Topics in HVACR

¹ U.S. Department of Education. National Center for Education Statistics. *A Pilot Standard National Course Classification System for Secondary Education*. NCES 95-480. Project Officer: Gerald Malitz. Washington, DC: 1995.

0438 Plumbing
0439 Plumbing and Heating
0441 Exploration of Electricity/Electronics
0442 Electricity—Comprehensive
0443 Residential Wiring
0444 Industrial Electricity
0445 Particular Topics in Electricity
0452 Electronics—General
0453 Particular Topics in Electronics
0462 Electricity/Electronics—General
0463 Particular Topics in Electricity/Electronics
0473 Building Maintenance
0494 Electricity/Electronics—Related Subjects
0495 Construction Trades—Related Subjects
0497 Construction Trades—OJT
0498 Construction Trades—Co-op
0499 Construction Trades—Other

05: Consumer and Homemaking Education

0502 Consumer Home Economics—General
0503 Food & Nutrition
0504 Food Science
0505 Child Development/Parenting
0506 Clothing/Sewing
0513 Life Skills
0514 Self Management
0515 Family Living
0516 Personal Development
0517 Consumer Economics/Personal Finance
0523 Home Furnishing
0524 Home Maintenance
0525 Special Education Home Maintenance
0526 Consumer and Homemaking Education—
Integrated
0599 Consumer and Homemaking Education—
Other

06: Cosmetology

0603 Cosmetology—Licensing
0604 Barbering
0605 Cosmetology—Non-licensing
0606 Cosmetology—Nail Specialization
0607 Cosmetology—Facial Specialization
0695 Cosmetology—Related Subjects
0697 Cosmetology—OJT
0698 Cosmetology—Co-op
0699 Cosmetology—Other

07: Drafting

0701 Drafting Careers Exploration

0702 Drafting—General
0703 Drafting—Architectural
0704 Drafting—Civil/Structural
0705 Drafting—Electrical/Electronic
0706 Drafting—Technical/Mechanical
0707 CAD Design and Software
0712 Blueprint Reading—General
0713 Blueprint Reading—Related
0795 Drafting—Related Subjects
0796 Drafting—Independent Study
0797 Drafting—OJT
0798 Drafting—Co-op
0799 Drafting—Other

08: Elective Activities

0801 Standardized Test Preparation
0802 State Test Preparation
0803 Study Skills
0811 Dropout Prevention Program
0821 Student Aide
0822 Office Aide
0823 Teacher Aide
0824 Guidance Aide
0825 Library/AVC Aide
0831 Tutoring Practicum
0832 Tutorial
0833 Study Hall
0841 Leadership
0842 School Orientation
0843 School Governance
0851 Community Service
0852 Executive Internship with Seminar
0853 Executive Internship without Seminar
0861 Values Clarification
0862 Seminar
0896 Independent Research
0899 Elective Activities—Other

09: Energy, Power, and Transportation Technologies

0901 Introduction to Automobiles
0911 Introduction to Mechanics/Transportation
0912 Automotive Mechanics—Comprehensive
0913 Particular Topics in Automotive Mechanics
0914 Automotive Service
0915 Diesel Mechanics—General
0916 Particular Topics in Diesel Mechanics
0917 Motorcycle Mechanics
0918 Small Engine Mechanics
0919 Marine Mechanics
0922 Aircraft Power Plant
0923 Aircraft Airframe

0933 Automotive Detailing and Reconditioning
 0942 Automotive Body Repair and Refinishing—
 General
 0943 Particular Topics in Automotive Body Repair
 and Refinishing
 0944 Boat Repair/Refinishing
 0953 Aviation
 0954 Barge and Boat Operation
 0963 Energy/Power
 0995 Transportation Technology—Related Subjects
 0997 Transportation Technology—OJT
 0998 Transportation Technology—Co-op
 0999 Transportation Technology—Other

10: English Language and Literature

1001 English/Language Arts I (9th grade)
 1002 English/Language Arts II (10th grade)
 1003 English/Language Arts III (11th grade)
 1004 English/Language Arts IV (12th grade)
 1005 English/Literature (lower level)
 1006 English/Literature (upper level)
 1007 English/Composition (lower level)
 1008 English/Composition (upper level)
 1009 Language Arts Laboratory
 1010 Literature
 1011 Composition
 1012 AP English Language and Composition
 1013 AP English Literature and Composition
 1014 IB Language A (English)
 1021 Creative Writing
 1022 Technical Writing
 1031 Assisted Reading
 1032 Advanced Reading
 1041 American Literature/History
 1042 Literature/Fine Arts
 1051 English Morphology and Grammar
 1061 English as a Second Language
 1071 Business/Applied English
 1072 Applied Communications—AIT
 1081 Public Speaking
 1082 Forensics—Inclusive
 1083 Forensics—Debate
 1084 Forensics—Individual Event
 1093 English Aide
 1096 English Language and Literature—Independent Study
 1099 English Language and Literature—Other

11: Fine and Performing Arts

1101 Dance Technique
 1102 Dance Repertory
 1103 Expressive Movement
 1105 Dance Appreciation
 1106 Dance—Independent Study
 1109 Dance—Other
 1111 Introduction to the Theater
 1112 Drama/Stagecraft—Comprehensive
 1113 Drama—Acting/Performance
 1114 Drama—Stagecraft
 1115 Directing
 1116 Playwriting
 1117 History and Literature of the Theater
 1118 Drama/Stagecraft—Independent Study
 1119 Drama/Stagecraft—Other
 1120 General Band
 1121 Concert/Marching Band
 1122 Concert Band
 1123 Marching Band
 1124 Orchestra
 1125 Contemporary Band
 1126 Instrumental Ensembles
 1127 Piano
 1128 Guitar
 1129 Individual Technique—Instrumental Music
 1130 Chorus
 1131 Vocal Ensembles
 1132 Individual Technique—Vocal Music
 1141 Music Theory
 1142 AP Music Theory
 1143 IB Music
 1144 Music History/Appreciation
 1146 Music—Independent Study
 1149 Music—Other
 1151 Art Appreciation
 1152 Art History
 1153 AP Art—History of Art
 1161 Creative Art—Comprehensive
 1162 Creative Art—Drawing/Painting
 1163 Creative Art—Sculpture
 1164 Ceramics/Pottery
 1165 Printmaking/Graphics
 1166 Textiles
 1167 Crafts
 1171 Photography
 1172 Film/Videotape
 1175 Computer-Assisted Art
 1181 Art Portfolio
 1182 AP Studio Art—General Portfolio
 1183 AP Studio Art—Drawing Portfolio
 1184 IB Art/Design
 1186 Visual Art—Independent Study
 1189 Visual Art—Other
 1194 Integrated Fine Arts

- 1195 Fine and Performing Art—Related Subjects
- 1196 Fine and Performing Art—Independent Study
- 1199 Fine and Performing Art—Other

12: Foreign Language and Literature

- 1201 Spanish
- 1202 AP Spanish Language
- 1203 AP Spanish Literature
- 1205 French
- 1206 AP French Language
- 1207 AP French Literature
- 1208 Italian
- 1210 German
- 1211 AP German Language
- 1212 Portuguese
- 1213 Russian
- 1214 Other European languages
- 1215 Latin
- 1216 AP Latin (Vergil, Catullus and Horace)
- 1217 Greek
- 1218 Hebrew
- 1221 Mandarin
- 1222 Cantonese
- 1223 Japanese
- 1224 Korean
- 1225 Vietnamese
- 1226 Tagalog or other Filipino language
- 1227 Other East Asian, Southeast Asian, or Pacific Island languages
- 1228 Other Asian languages
- 1231 Native American languages
- 1241 African languages
- 1251 Other languages
- 1261 IB Language A (non-English)
- 1262 IB Language B
- 1263 IB Classical Languages
- 1271 Spanish for Native Spanish Speakers
- 1272 Language for Native Speakers
- 1281 Sign Language
- 1296 Foreign Language and Literature—Independent Study
- 1299 Foreign Language and Literature—Other

13: Graphic and Printing Communication

- 1300 Communication Exploration
- 1301 Graphic Communication Exploration
- 1311 Printing Careers Exploration
- 1313 Graphic Arts/Printing
- 1323 Commercial Art
- 1333 Commercial Photography
- 1395 Graphic and Printing Communication—Related Subjects

- 1397 Graphic and Printing Communication—OJT
- 1398 Graphic and Printing Communication—Co-op
- 1399 Graphic and Printing Communication—Other

14: Health and Safety Education

- 1401 Health Education
- 1402 Health and Fitness
- 1403 Community Health
- 1404 Special Needs Health Education
- 1405 Safety and First Aid
- 1406 Health for Parenting Teens
- 1407 Health and Life Management
- 1411 Drivers' Education—Classroom only
- 1412 Drivers' Education—Classroom and Laboratory
- 1413 Health/Drivers' Education
- 1499 Health Education—Other

15: Health Care Sciences

- 1501 Health Care Occupations Career Exploration
- 1502 Health Care Occupations
- 1503 Allied Health Occupations
- 1504 Nursing
- 1505 Nursing—LPN
- 1506 Home Health Care
- 1513 Medical/Clerical Assisting
- 1514 Medical Office
- 1515 Medical Lab Technology
- 1516 EKG Technology
- 1517 Emergency Medical Technology
- 1518 Surgical Technology
- 1519 Central Service Technology
- 1523 Dental Assisting
- 1524 Dental Laboratory Technology
- 1533 Vision Care Assisting
- 1595 Health Care Sciences—Related Subjects
- 1596 Health Care Sciences—Independent Study
- 1597 Health Care Sciences—OJT
- 1598 Health Care Sciences—Co-op
- 1599 Health Care Sciences—Other

16: Industrial/Technology Education

- 1603 Career Exploration
- 1604 Employability Skills
- 1605 Diversified Occupations
- 1606 Work Experience
- 1607 OJT—Non-specified Program
- 1608 Co-op—Non-specified Program

1611 General Industrial Arts
1612 Materials and Processes
1613 Metal and Wood Technology
1614 Industrial Safety/First Aid
1623 Production Systems
1624 Manufacturing Systems
1625 Technology Systems
1626 Emergent Technologies
1627 Research and Development
1633 Appliance Repair
1634 Equipment Maintenance and Repair
1643 Upholstery
1695 Industrial/Technology Education—Related Subjects
1696 Industrial/Technology Education—Independent Study
1697 Industrial/Technology Education—OJT
1698 Industrial/Technology Education—Co-op
1699 Industrial/Technology Education—Other

17: Life and Physical Sciences

1701 Earth Science
1702 Geology
1703 Physical Science
1704 IB Physical Science
1711 Biology—First Year
1712 Biology—Advanced Studies
1713 Anatomy and Physiology
1714 Biology—Specific Topics
1715 AP Biology
1716 IB Biology
1721 Chemistry—First Year
1722 Chemistry in the Community
1723 Chemistry—Advanced Studies
1724 Chemistry—Specific Topics
1725 AP Chemistry
1726 IB Chemistry
1731 Physics—First Year
1732 Principles of Technology
1733 Physics—Advanced Studies
1734 Physics—Specific Topics
1735 AP Physics B
1736 AP Physics C
1737 IB Physics
1741 Integrated Science
1742 Unified Science
1743 Applied Biology/Chemistry—CORD
1751 Environmental Science
1761 Astronomy
1771 Marine Science
1781 Science Technology/Engineering
1782 Origins of Science
1793 Life and Physical Sciences Lab Assistant

1796 Life and Physical Sciences—Independent Study
1799 Life and Physical Sciences—Other

18: Marketing

1801 Marketing Career Exploration
1802 Marketing—General
1803 Marketing—Fashion
1804 Marketing—Real Estate
1805 Marketing—Transportation
1806 Marketing—Other Specialization
1813 Warehouse Operations
1814 Retail Marketing
1815 Cashier/Checker Operations
1823 Principles of Marketing
1824 Principles of Advertising
1825 Principles of Selling
1826 Marketing Management
1896 Marketing—Independent Study
1897 Marketing—OJT
1898 Marketing—Co-op
1899 Marketing—Other

19: Mass Communication

1902 Journalism
1911 Mass Media—Production
1921 Mass Media—Communication
1931 Photojournalism
1996 Mass Communication—Independent Study
1999 Mass Communication—Other

20: Mathematics

2001 NCTM Core Math
2002 Interactive Math Project
2003 Integrated Math
2004 Informal Math—Integrated Approach
2011 Resource Center Math
2012 Basic Math
2013 General Math
2014 Consumer Math—General Math level
2015 Applied Math—General Focus
2016 Applied Math—Occupational Focus
2021 Pre-Algebra
2022 Principles of Algebra and Geometry
2023 Informal Geometry
2024 Applied Math—CORD
2031 Algebra I
2032 Algebra I—Part 1
2033 Algebra I—Part 2
2034 Geometry

2035 Pre-Algebra II
 2041 Algebra II
 2042 Algebra III
 2043 Trigonometry
 2044 Algebra II/Trigonometry
 2045 Elementary Functions
 2046 Analytic Geometry
 2047 Math Analysis
 2048 Trigonometry/Analytic Geometry
 2049 Trigonometry/Math Analysis
 2050 Analytic Geometry/Math Analysis
 2051 IB Mathematical Studies
 2052 IB Mathematics
 2053 Pre-Calculus
 2054 Discrete Mathematics
 2055 Calculus
 2056 Multivariate Calculus
 2057 Differential Calculus
 2058 AP Calculus AB
 2059 AP Calculus BC
 2061 Probability and Statistics—General Math level
 2062 Probability and Statistics—Algebra I level
 2063 Probability and Statistics—Algebra II level
 2064 Business Math—General Math level
 2065 Business Math—Algebra I level
 2066 Business Math—Algebra II level
 2067 Business Math—Pre-Calculus level
 2068 Computer Math—Algebra I level
 2069 Computer Math—Algebra II level
 2070 Computer Math—Pre-Calculus level
 2071 IB Mathematics and Computing—SL
 2072 History of Math—Algebra II level
 2073 Number Theory—Algebra II level
 2074 Abstract Algebra—Pre-Calculus level
 2075 Linear Algebra—Pre-Calculus level
 2076 Linear Programming—Pre-Calculus level
 2096 Mathematics—Independent Study
 2099 Mathematics—Other

21: Military Science

2111 Introduction to ROTC
 2112 Military ROTC
 2121 ROTC Drill
 2195 Military Science—Related Subjects
 2199 Military Science—Other

22: Multi/Interdisciplinary Studies

2201 Humanities Survey
 2202 Humanities
 2203 Issues of Western Humanities
 2211 IB Theory of Knowledge

2221 Team-Taught Block
 2222 Thematic Integration
 2223 Issues of American Culture
 2224 Travel Program
 2299 Multi/Interdisciplinary Studies—Other

23: Physical Education

2301 Physical Education
 2302 Physical Education/Health
 2303 Physical Education/Drivers' Education
 2311 Team Sports
 2312 Individual/Dual Sports
 2313 Recreation Sports
 2314 Fitness/Conditioning Activities
 2315 Corps Movement
 2316 Adapted Physical Education
 2321 Gymnastics
 2322 Weight Training
 2323 Swimming
 2324 Tennis
 2325 Specific Sports Activities
 2331 Physical Education Equivalent
 2332 Off-Campus Sports
 2341 Lifetime Fitness Education
 2351 Sports Physiology
 2399 Physical Education—Other

24: Precision Metalwork

2403 Machining
 2404 Particular Topics in Machining
 2412 Metalworking
 2413 Sheet Metal
 2414 Welding
 2415 Particular Topics in Welding
 2495 Precision Metalwork—Related Subjects
 2496 Precision Metalwork—Independent Study
 2497 Precision Metalwork—OJT
 2498 Precision Metalwork—Co-op
 2499 Precision Metalwork—Other

25: Public, Protective, and Social Services

2501 Exploration of Public Service Careers
 2503 Community Protection
 2504 Public Administration
 2513 Criminal Justice Assisting
 2523 Fire Fighting
 2533 Teacher Assisting
 2534 Educational Methodology
 2543 Civil Engineering
 2595 Public, Protective, and Social Services—Related Subjects

2596 Public, Protective, and Social Services—
Independent Study
2597 Public, Protective, and Social Services—OJT
2598 Public, Protective, and Social Services—
Co-op
2599 Public, Protective, and Social Services—
Other

26: Religious Education and Theology

2601 Religious Foundations
2605 Comparative Religion
2606 Eastern Religions
2607 Western Religions
2611 Scriptures
2612 Bible History
2615 Christology
2621 Liturgy and Prayer
2631 Ethics and Morality
2632 Justice, Peace, and Faith
2635 Christian Lifestyle
2641 Ministry
2642 Ministry—Other
2695 Religious Education and Theology—
Related Subjects
2696 Religious Education and Theology—
Independent Study
2699 Religious Education and Theology—Other

27: Social Sciences and History

2701 World Geography
2702 Topics in Geography
2703 IB Geography
2704 World History—Overview
2705 World History—Laboratory
2706 World History and Geography
2707 Modern World History
2708 IB History
2709 Modern European History
2710 AP European History
2711 Ancient Civilizations
2712 Medieval European History
2713 Ancient and Medieval History
2714 World Area Studies
2721 U.S. History—Comprehensive
2722 U.S. History—Laboratory
2723 Early U.S. History
2724 Modern U.S. History
2725 AP U.S. History
2726 State-Specific Studies
2727 U.S. Ethnic/Gender Studies
2729 U.S. History—Other
2730 U.S. Government—Comprehensive
2731 U.S. Government—Laboratory

2732 Topics in U.S. Government
2733 Political Science
2734 Comparative Government
2735 International Relations
2736 AP U.S. Government and Politics
2737 AP Comparative Government and Politics
2738 AP Government
2739 Principles of Democracy
2740 Government and Politics—Other
2741 Economics
2742 Comparative Economics
2743 AP Microeconomics
2744 AP Macroeconomics
2745 AP Economics
2746 IB Economics
2751 Contemporary U.S. Issues
2752 Contemporary World Issues
2753 Western Civilization
2761 Law Studies
2762 Consumer Law
2763 Business Law
2764 Legal System
2770 Social Science
2771 Psychology
2772 Topics in Psychology
2773 AP Psychology
2774 IB Psychology
2775 Sociology
2776 Topics in Sociology
2777 Anthropology
2778 Topics in Anthropology
2779 IB Social Anthropology
2780 Philosophy
2781 Topics in Philosophy
2782 Modern Intellectual History
2783 IB Philosophy
2785 IB Organization Studies
2786 Social Science Research
2796 Social Sciences and History—Independent
Study
2799 Social Sciences and History—Other

28: Special/Exceptional Education

2802 Special Resources
2803 Community Living
2804 Mobility Instruction
2805 Communication Instruction
2806 Social Development Instruction
2807 Transition
2899 Special/Exceptional Education—Other

29: Vocational Home Economics

2901 Home Economics Career Exploration
2912 Food Service
2913 Food Service and Nutrition
2923 Child Care
2924 Elder Care
2932 Clothing/Textiles
2933 Home Furnishings Production
2942 Hospitality—General
2943 Hospitality—Food Service emphasis
2944 Hospitality—Hotel/Motel emphasis
2945 Travel/Tourism
2952 Institutional Maintenance
2995 Vocational Home Economics—Related
Subjects
2997 Vocational Home Economics—OJT
2998 Vocational Home Economics—Co-op
2999 Vocational Home Economics—Other